

# ANDRES F. JARAMILLO

South Ozone Park, New York | [andres.jaramillo3@icloud.com](mailto:andres.jaramillo3@icloud.com) | [www.linkedin.com/in/andresjaramillois3](http://www.linkedin.com/in/andresjaramillois3) | 914.223.2793

## SUMMARY

### Business Tactical Operations Development Manager

Dynamic and results-driven Business Tactical Operations Development Manager with transferable skill sets, comprehensive experience that will facilitate growth toward driving sales and generating new client acquisitions. Committed, toward identifying and capitalizing on business opportunities to achieve revenue growth and enhance market presence. Skilled in developing strategic partnerships, executing tactical business sales plans, and leading cross-functional teams to deliver exceptional results. Adept at analyzing market trends, customer needs, and competitive landscapes to inform decision-making and drive innovation for assets/services/products.

---

## EDUCATION & CERTIFICATION

- **M.S. Education** | Hofstra University | Degree Awarded: 6/2001 - 12/2002
- **B.A. Psychology** | St. John's University | Degree Awarded: 9/1996 - 1/2001
- **Data Science Research** | IBM, EDX | Certificate Awarded: 12/2022 | DS0101EN: Introduction to Data Science, IBM, EDX

## CAREER EXPERIENCE

### **Business Development Manager** | Working For Gods Glory Business-Institutions Services | Qns NY | 7/2021 - Current

Passionate and dedicated business professional freelancer with over 3 years of experience in business development. Implement marketing and strategic planning within mission-driven for-profit/non-profit business organizations. Seeking to leverage my current employment experiences/expertise/academic education. Value & Results driven with servant leader skills, prioritize objectives through operational efficiency, productivity, & excellence to increase output of workflow organizational goals.

### **Physical Education Teacher** | Sacred Heart Catholic Academy | AJHPES Clinics | Queens, NY | 9/2023 -Current

Created/Enacted Health Ed Curricula, Phys Ed. Curricula, Unit Plans, Lesson Plans, S's K-8 Grading-Comments Systems, Fitness Activities, Exercises, Sports Skills Performance Training Modules, Extra Curricular Volleyball Teams S's Gr. 6-8 SHCA Community Game Day.

### **Tactical Operations Assistant** | Holy Name of Jesus Parish | Manhattan, NY | 12/2021 – 09/2023

Coordinate, parish-corporate liturgical events such as liturgical seminars, meetings & liturgical Mass setup within an Operations Liturgical Checklist, Prep for Memorial Masses, Sweet 16's, Rites of Baptism Reconciliation Confirmation Sacrament of Marriage, Funerals, First Reconciliation and other prayer services through the parish's liturgical year.

### **Social Service Coordinator & Grant Writer** | Holy Cross Roman Catholic Church | Bronx, NY | 2/2021 - 12/2021

Coordinated parish-neighborhood community social services outreach to meet community members direct service needs based on income qualifiers, to determine if program can best meet their health and wellness needs of the individual and/or family of those applying for referral services.

### **Project Coordinator & Community Affairs Liaison** | Church of the Sacred Heart of Jesus | NY, NY | 7/2014 – 2/2015

Initiated new projects involving 7 bilingual committee teams, which included coordination with volunteers to streamline execution of programs. Devised a comprehensive work order system that enhanced the productivity of the company's community parochial groups-committees by 64%.

**Hard Skills:** Strategic Planning (Experienced), Forecasting (Developing), Negotiation, Lead Generation, Prospecting

**Techniques:** Sales Forecasting, Project Evaluation, Project Management, ROI Evaluation, Pipeline Management

**Soft Skills:** Problem Solver Skills – Make informed decisions, Critical Thinking Skills: Creativity & Critical observation, Communication Abilities - Mutual Agreement & Negotiation Skills, Listening, Nonverbal communication, Persuasion, Presentation, Public speaking, Reading body language.

**Technical Skills:** Proficiency-Fluency Spanish (to) English Language Skills – E- Writing, Voiceovers, Media Marketing Grant Proposal Writer: LOI Application Holy Cross RCC & Cabrini Health Foundation – Grant Awarded 1/22-12/22.

