

Marcus James Givan

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Education

Mercy College

Dobbs Ferry, NY

Spring 2020-Fall 2021

- Bachelor of Science in Organizational Management

Awarded December 2021

California University of Pennsylvania

California, PA

Fall 2010-Spring 2014

- President of the Alpha Phi Alpha Fraternity, Inc chapter
- All-Conference Track and Field Athlete
- 63 Credits Transferred to Mercy College

Current Academic Projects

- Enrolled in Google's Online Project Management Course

Work Experience

Mover/Driver, HCB Distribution, Norwood NJ: August 2021 – January 2022

- Processed and delivered high-end kitchen cabinetry through the New York tri-state area
- Acted as liaison between client, installers, and owners. Managed transactions
- Maintained, loaded/unloaded, and categorized entire warehouse worth of stock

Production Assistant, O Positive Films, Manhattan NY: August 2018 – August 2021

- Directly assisted directors, producers, actors, and corporate with managing projects
- Supported all aspects of television, film, and commercial production
- Ensured seamless completion of projects via tasks ranging from talent management, set design, construction, maintenance, editing, crowd control, transport, etc.

Skilled Laborer, On Earth Inc, Putnam Valley NY: April 2017 – August 2021

- Tree Work and Landscape Construction
- Lead Foreman on multi-million dollar home projects

Skills

- Computer Skills: Proficient in Microsoft Word, Excel, PowerPoint
- Working Skills: Proficiency with Power Tools & Work Machinery; Familiarity with Plumbing, Carpentry, Contracting, and Horticulture; Knowledge of Ropes & Knots
- Language: Fluent in English/Basic Spanish (written and speaking)