

Emanuel Rivera

1268 S. Dover Street Philadelphia, PA 19146; **Phone: 267-800-5197**

Summary of qualifications

- Bilingual/Bicultural
- Vast knowledge of computers
- Punctual, attentive to detail, and work well with deadlines
- Supervisory experience
- Team player

Education

Temple University, Philadelphia PA **1997-2000**
School of Engineering and Architecture
Candidate for Bachelor of Science,
Concentration in Electrical Engineering and Technology

Northeast Catholic High School Philadelphia PA **Class of 1997**
Graduated in Top Ten Percentile, National Honor Society, Computer Club, Chess Club

Employment

Hispanic Association of Contractors and Enterprises **July 2012-Present**
Project Manager

- *Community Development Program*
Prepare written preliminary feasibility analysis, development cost budgets and operating proformas on proposed projects for submission of development proposals to funders and lenders; assist in assembling and coordinating the development team in collaboration with President and Vice President. Provide supervision and monitoring of development projects and oversee the project development team including architect, lawyer, consultant, accountant and contractor. Bid projects and participate in the selection of contractors; attend, prepare and/or coordinate the preparation of loan closing documents; assess overall program/projects status and submit periodic reports on progress to management, funders, lenders, and investors. Primarily responsible for managing projects from initial concept through completion.

Hispanic Association of Contractors and Enterprises **April 2011-June 2012**

Assistant Business District Manager

- *Main Street Program*
Assist in providing oversight for daily business operations and office functions for the HACE Business and Visitors Center. Provide assistance to the Business District Manager in the development and implementation of the Main street programs long term strategic plans; fundraising strategies; business marketing, and the development/organization of small business workshops. Provide support to local business association through the facilitation of

weekly and monthly meetings, and providing access to information and resources at both a City and State level. Assist in obtaining and providing information regarding plans and programs likely to affect the business corridor while addressing the needs of local merchants as it pertains to business technical assistance. Establish linkages with external agencies and programs; perform outreach and resource development.

Dyers Tavern, Philadelphia PA
Manager

2009-2011

- *Operations Manager*

Provided oversight for daily business operations and facilities management. Ensured that the business was adequately staffed at all times by facilitating interviews with prospective job applicants, and the organization of our employee's weekly schedules. Managed the review of all daily inventory, while providing oversight of the weekly purchase of all business product. Responsible for maintaining a clear record of the purchase for all business supplies, while overseeing all internal monetary transactions on a daily basis. Coordinated the planning and preparations for all special events, and ensured that the business met all local and state legislative directives.

Keepin' It Real Tour Inc., Philadelphia, PA
Chief Operating Officer (COO)

2008-2009

- *Keepin It Real Tour*

Assisted the President & CEO in insuring that the organization's long-range strategy is focused on the company's mission, and toward which it makes consistent and timely progress through planning, coordination and control of the daily operation of the organization through the organization's managers; planning and managing the organization's resources according to the budget; directing and supervising the Senior Management Team; oversight of recruitment, supervision, mentoring and evaluation of employees; assuring that all service operations are in compliance; and providing leadership in the development and implementation of programs and insuring that all services are provided in a manner that meet or exceed industry standards.

Norris Square Civic Association, Philadelphia, PA
Beacon Center Youth Leadership Coordinator

2007-2008

- *Youth Leadership Program*

Provided services for groups of teens by designing and implementing learning-based projects and experiences such as work internships, leadership groups, service projects and social and cultural events. Both planned and facilitated workshops for students and parents; and coordinated and evaluated the scope of work for program assistant. Screened, recommended, supervised and evaluated temporary program staff for program activities. Coordinated program evaluation process including data collection, analysis and recommendations via both monthly and annual reports. Served as liaison for youth programs, academic institutions and cultural organizations. Established linkages with external agencies and programs; performed both outreach and resource development. Researched, planned and implemented new program initiatives to meet changing needs of lead agency.

Computer Skills

Proficient in computer networking, maintenance and troubleshooting, Microsoft Windows XP-7, Microsoft FrontPage, Visio Pro, Photoshop, Html and Java script languages, A++ and Cisco Networking Systems etc.