

LARRY MARTINEZ

SUMMARY

Multifaceted, driven, and highly motivated professional with over 17 years of management experience, including facility management and non-profit management. Exemplary work ethic and ability to build relationships with diverse demographics. Committed to serving the community with integrity, character, and a focus on exceptional customer service. Extensive experience with youth projects that serve to promote whole-child development.

SKILLS

Languages

Fluent English and Spanish Speaker

Information Technology

- Proficient with Microsoft Office Suite
- Able to troubleshoot Microsoft Network and design, build and maintain telecommunications such as LAN and VoIP
- Experienced with migrating server environments to cloud based platforms

Facilities Maintenance

- Expert at applying for capital grants and managing capital improvements projects
- Prior experience managing a \$200,000+ facilities and fleet budget
- Proficient with electrical, plumbing and carpentry apparatus
- Capable of driving a forklift, box truck and snowplow with additional trailer(s)

Community Organizing

- Member of Denver Housing Authority South Lincoln Steering Committee
- Regular participant of DPD Commander Meetings
- Member and co-founder of Colorado Food Pantry Network
- Member of Denver Shared Spaces Managers Round-Table
- Vast awareness of Denver communities and grassroots organizations

Administration

- Supervisory experience of 30+ staff, volunteers, contractors, and community service participants daily
- Employee handbook creation and updates, including policy and procedure libraries

Business Management

- Responsible for all operations of a \$1.6 Million non-profit organization
- Responsible for fundraising \$1.6 Million budget.
- Board Member of NEWSED CDC, GRID Alternatives, and Denver Inner City Parish
- Reorganized staff and board of 58-year organization and saved from closing

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EXPERIENCE

Denver Inner City Parish

Executive Director/CEO --- August, 2018 to present

- Responsible for overseeing and Directing organization and program directors.
- Supervise and manage all staff, contractors and vendors
- Responsible for developing and executing the vision and strategic plan for the organization
- Responsible for all obligations to landlord and tenants

Denver Inner City Parish

Associate Director --- March, 2008 to present

- Responsible for overseeing and Directing the Out-of-School Programs, Hunger Programs, Seniors Programs and College View Community Center
- Supervise and manage the facilities manager, janitors, community service personnel, and contractors
- Assists the Executive Director and Board of Directors in developing and executing the vision and strategic plan
- Manage and support DICP procurement, rental leases, licenses and contracts
- Responsible for piloting new programs, Director of DICP @ CVCC and FERN.

Denver Inner City Parish

Director of Operations --- July, 2004 to March 2008

- Involved in the planning and management of all Capital Improvement Campaigns
- Responsible for the creation, maintenance, and accountability of Facilities Budget, Cost Control Reporting and Profits/Loss Statements
- Responsible for implementing and maintaining facilities systems
- Accountable for the maintenance, systems and purchasing of fleet
- Supervisor of all community service volunteers

Denver Inner City Parish

Office Manager/Community Resource Coordinator. --- March, 2002 to July, 2004

- Coordinator of annual Thanksgiving Dinner and Toy Give Away
- Ordered and maintained all office materials and provisions
- Manage all office equipment and office leases (Copiers, Scanners, Fax Machines)
- Track all in-kind donations and Monthly In-Kind Consolidated Report

Empowercom

Project Manager-- July 2000 to March 2002

- Supervised up to 6 other installers
- Worked with Field Operations Manager to plan project execution
- Installed and terminated all types of Fiber, Coaxial, CAT 3, CAT 5 and high voltage electrical cables in both shop and field settings
- Installed conduit, raceway, and wire management
- Worked in a variety of settings, military bases, hospitals, and telecom central offices