

# LARRY MARTINEZ

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## SUMMARY

Multifaceted, driven, and highly motivated professional with over 22 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, charitable food system, foundation and government grants and contracts. Excellent multi-tasker with ability to shift from macro to micro responsibilities.

## SKILLS

### **Languages**

Fluent English and Spanish Speaker

### **Information Technology**

- Proficient with Office 365
- 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
- Ability to build and maintain CAT 5e and CAT 6 networks

### **Facilities Maintenance**

- Expert at applying for capital grants and managing capital improvement projects
- Prior experience managing a \$250,000+ facilities and fleet budget
- Proficient with electrical, low voltage, plumbing, irrigation, IT, landscaping 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
- Co-founder of the Colorado Food Pantry Network
- Member of Denver Shared Spaces Managers Round-Table
- Vast awareness of Denver communities and grassroots organizations
- Member of Denver Citizen Oversight Board
- Experience serving on multiple government and non-profit boards

### **Administration**

- Supervisory experience of 30+ staff, volunteers, contractors, and community service participants daily
- Employee handbook creation and updates, including policy and procedure libraries
- Highly experienced with HR policies, procedures and PEO's

### **Business Management**

- Responsible for all operations of a 64 years old non-profit organization
- Responsible for fundraising \$2.4 Million budget.
- Board Member of NEWSED CDC, GRID Alternatives, City and County of Denver Citizen Oversight Board and Denver Inner City Parish
- Reorganized staff and board of 60-year organization and saved organization from closing
- Developed non-profit organization from \$400k budget to \$2.5M

## LARRY MARTINEZ

### EXPERIENCE

#### ***JOAT & Cleaning***

##### ***Lead Consultant/Project Manager --- August, 2024 to Present***

- Oversee contracting, bidding, and cost projections for projects.
- Coordinate all permitting and communication with municipalities, vendors, and construction projects, including subcontractors.
- Manage project accounting, including income and expenses, and sub-contracting arrangements.
- Attend meetings, prepare reports, and respond promptly to client inquiries and needs.
- Collaborate with clients to identify potential funding opportunities and grants. Subsequently, submit applications for grants and programs that align with our contracted scope of work.

#### ***Denver Inner City Parish***

##### ***Executive Director/CEO --- August, 2018 to July 2024***

- Responsible for monitoring company operations and ensuring that employees and business practices comply with regulatory and legal requirements.
- Supervise and manage all staff, contractors and vendors
- Responsible for developing and executing the vision and strategic plan for the organization
- Primary staff member responsible for representing organization at social and corporate events to strengthen brand and communicate the organizations mission.
- Fiscal responsibilities included managing investment account, raising funds to cover the budgeted revenue and ensuring staff stayed within the approved expense budget.

#### ***Denver Inner City Parish***

##### ***Associate Director --- March, 2008 to August of 2018***

- Responsible for overseeing and Directing the Out-of-School Time Programs, Hunger-Relief Programs, Older Adult Programs and College View Community Center

- Supervise and manage the facilities staff, community service personnel, volunteers and contractors
- Assisted the Executive Director and Board of Directors in developing and executing the organization vision and strategic plan.
- Manage and support DICP procurement, created and executed rental leases, licenses and contracts
- Responsible for piloting new programs, Director of DICP @ College View Community Center and Food Exchange Resource Network.

***Denver Inner City Parish***

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

- Involved in the planning and management of all Capital Improvement projects and 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 workers and volunteers

***Denver Inner City Parish***

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

- Coordinator of annual Thanksgiving Dinner and Holiday Gift Distribution
- Ordered and maintained all office materials and provisions
- Manage all office equipment and office leases (Copiers, Scanners, Fax Machines, Phone Systems, Computer Network)
- Track all in-kind donations and produced Monthly In-Kind Consolidated Report

***Empowercom***

***Project Manager-- July 2000 to March 2002***

- Supervised up to 6 installers
- Worked with Field Operations Manager to plan project execution
- Installed and terminated all types of Fiber, Coaxial, CAT 3, CAT 5, CAT 6 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, private offices and telecom central offices