

Carlos Guerrero

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OBJECTIVE:

Business management student concentrating in Human Resources seeking an entry-level HR or administrative role. Brings experience maintaining confidential records, supporting office operations and assisting employees and customers.

EDUCATION:

Monroe University, New Rochelle, NY

Bachelor of Business Management, expected December 2026

Minor: Human Resources | GPA: 3.8

Associate of Science in Business Administration, April 2025

Relevant Coursework:

- Human Resource Management: Applied HR concepts, including SWOT analysis and the STAR method to evaluate workforce operations.
- Recruitment & Selection: Analyzed hiring strategies and candidate evaluation methods.
- Employment Law / Business Law: Studied contracts, liabilities and labor laws to support compliance.
- Organizational Behavior & Effectiveness: Examined leadership, teamwork and performance strategies.

EXPERIENCE:

Allied Universal, Manhattan, NY (January 2023 – November 2024)

Security Officer

- Verified employee and visitor identification and credentials following security and access procedures.
- Maintained accurate electronic records, documentation and incident reports.
- Monitored digital access systems and updated records as needed.
- Handled sensitive information while maintaining confidentiality and following company procedures.
- Communicated with employees, visitors and management about access and documentation requirements.

Graubard Miller, Manhattan, NY (January 2022 – June 2022)

Office Clerk (Temporary)

- Maintained confidential physical and electronic records in an organized filing system.
- Scanned, digitized and processed documents to support efficient retrieval.
- Entered and updated administrative information using Microsoft Office.
- Managed calendars, records and administrative documentation.
- Handled sensitive legal documents while maintaining strict confidentiality.

Blink Fitness, Manhattan, NY (January 2021 – December 2021)

Front Desk Operator

- Checked members into the facility using a computerized check-in system.
- Verified member and employee identification and maintained accurate digital records.
- Assisted customers with account updates, memberships, credentials and general questions.
- Entered and updated account information while maintaining accurate records.
- Provided front desk and administrative support, documentation and data entry for management.

ORGANIZATIONS/CLUBS:

National Society of Leadership and Success

Leadership Certification

- Completed leadership training focused on goal setting, accountability and professional communication.
- Participated in workshops to strengthen teamwork and organizational effectiveness.

LANGUAGE SKILLS:

- Fluent in Spanish

COMPUTER SKILLS:

- Microsoft Excel, Word, PowerPoint, Teams and Outlook; Google Workspace; Slack; document management; data entry; digital recordkeeping