

JOSEPH MANCHIO

CONTACT

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 [REDACTED] Tabernacle, NJ

PROFILE

Passionate and dedicated sustainability professional with a Bachelor's degree in Sustainable Development from Columbia University. Equipped with hands-on experience in project coordination, environmental policy, and sustainable management practices. Demonstrated leadership as a team captain of the Columbia University Wrestling Team and through various managerial roles. Skilled in developing innovative solutions for environmental challenges, conducting research, and collaborating with diverse stakeholders. Seeking an opportunity to leverage my expertise and commitment to sustainability to drive positive environmental change and support organizational sustainability goals.

SKILLS

- Recruitment and Talent Acquisition
- Project Coordination
- Customer Service
- Data Analysis and Research
- Sustainable Development Practices
- Excellent Communication Skills

EDUCATION

Bachelor of Arts in Sustainable Development

Columbia University

Graduated 2024

WORK EXPERIENCE

Recruiter

Columbia Technologies, New York, NY June 2022-August 2023

- Sourced and evaluated candidate resumes to match client requirements.
- Conducted business meetings with clients and candidates to facilitate placements.
- Managed and updated the candidate database to ensure accurate tracking and reporting.

Intern

Ironstate Development, Harrison, NJ July 2020-August 2021

- Assisted in coordinating construction projects for new apartment buildings.
- Monitored project timelines and ensured compliance with regulatory standards.
- Supported the project manager in daily administrative tasks.

Concierge

URBY, Harrison, NJ June 2019-August 2019

- Greeted residents and addressed their concerns and inquiries.
- Managed the package room to ensure timely delivery of residents' packages.
- Provided excellent customer service to enhance resident satisfaction.

Manager

Cups and Cones, Marlton, NJ Summers 2017-2018

- Managed daily operations, including inventory control and customer service.
- Oversaw hiring and training of new employees.
- Ensured efficient opening and closing procedures of the store.

EXTRACURRICULAR ACTIVITIES

Columbia University Wrestling Team

- 3-year Starter and Team Captain
- 2-Time NCAA National Championship Qualifier (2020 and 2022)
- Mentored and coached younger teammates, fostering a culture of commitment and sportsmanship
- Took on various coaching roles from youth ages to experienced high school athletes

PROJECTS AND RESEARCH

WORKSHOP FOR SUSTAINABLE DEVELOPMENT

COLUMBIA UNIVERSITY, NEW YORK, NY
SENIOR YEAR (2023-2024)

- Collaborated with the AMES Foundation, a wildlife reservation based in South Africa, to develop innovative revenue generation ideas.
- Conducted weekly meetings with the foundation to understand constraints and requirements.
- Devised and delivered a comprehensive management plan to optimize the reserve's budget and resources.