



MANNY RIVERA

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STRENGTHS/TRAITS

- Enneagram: 9
- Meyers Briggs: ENFP
- Strength Finders:
 - Restorative
 - Futuristic
 - Responsibility
- Command
- Includer
- High integrity
- People focused
- Team minded
- Strong work-ethic
- Detail oriented
- Purpose driven

SKILLS

- Active listener
- Public speaking
- Strategic organization
- Team Communication
- Knowledgeable in
 - Planning Center
 - Pro Presenter
 - Google suite
 - Microsoft Office

ACADEMIC PROFILE SOUTHEASTERN UNIVERSITY

- B.S. Ministerial Leadership 04/30/2020
- Student leadership team
- Peer mentor
- Student life and event planning
- Recruitment and promotional representative
- Student engagement strategies

REFERENCES

- Angela Linz: Hope Fellowship, Executive Pastor
 - Phone: 214-407-4399
 - Email: alinz@hopefellowship.net
- Henry Signo: Maison Signo, Owner
 - Phone: 214-504-5638
 - Email: h_signo@hotmail.com
- Libba Tullos: Legacy Christian Academy
 - Phone: 469-514-8904
 - Email: libbatullos@gmail.com

WORK EXPERIENCE

RESIDENT

Hope Fellowship | Aug 2019- Present

- Developed and trained a welcome and check in team for Tuesday night Bible studies and classes with over 100 attenders .
- Managed Planning Center aspects of the Connections ministry with over 300 volunteers.
- Research and evaluated new content for Young Adult sermons and Bible studies.
- Created and executed SEU chapel services including speaker and resource scheduling, service order planning and assistance and development as necessary for the speaker.
- Casted vision while leading team huddles for 3 service weekends.
- Entrusted with Pastor responsibilities for multiple weekends at the largest campus of one of the top 50 largest churches in the U.S.

Jackrabbit | May 2015- Sep 2020

SALES ASSOCIATE

- Managed online orders through item procurement, shipping, and inventory updates.
- Connected with customers through conversation and follow up resulting in 5 star google reviews.
- Assisted in the training of new employees including a whole new staff for a new location.
- Organized, promoted, and executed weekly social runs using social media, email, and in person interactions.

FRONT DESK ASSOCIATE

Stretch Lab| Feb 2019- Jun 2019

- Educated clients and potential clients about the process of Proprioceptive Neuromuscular Facilitation (PNF) stretching as well as clearly explaining membership terms and pricing.
- Assisted with merchandising, organization and inventory.
- Entrusted with and maintained key-holder responsibilities such as opening and closing duties and deposits.
- Represented the company and recruited potential clients at health fairs.