

# **VICTOR R. SILVA**

**VICTOR.SILVA8335@GMAIL.COM**

## **PROFESSIONAL SUMMARY**

Hard working individual who is highly organized, well prepared, and is always seeking ways to improve in all aspects of life. An effective leader, who can delegate tasks efficiently to members of his team, as well as able to follow when not in a leadership position.

## **EDUCATION**

ROBERT MORRIS UNIVERSITY - PITTSBURGH, PA  
BACHELOR OF SCIENCE MAY 2006  
MAJOR IN BUSINESS ADMINISTRATION, SPORTS MANAGEMENT  
HONORS: ROBERT MORRIS FOOTBALL SCHOLARSHIP, *ATHLETIC*

## **CERTIFICATIONS & LICENSES:**

- FLORIDA 6-20 ALL LINES LICENSE #W828070
- South Carolina 6-20 All Line License # 20234182
- NATIONAL PRODUCE NUMBER: 20234182
- ALACRITY: STATE FARM AUTO CERTIFICATE
- EBERL: STATE FARM AUTO CERTIFICATE
- EXCEPTIONAL STUDENT EDUCATION K-12TH (TEACHER CERTIFICATION)
- MATHEMATICS GRADES K-9<sup>TH</sup> (TEACHER CERTIFICATION) • FLORIDA REAL ESTATE LICENSE #SL3332217

## **EXPERIENCE**

### **Alacrity Solutions October 2024-present**

-NON-WEATHER WATER RESIDENTIAL CLAIMS. FROM A/C WATER DAMAGE, BATHROOM PLUMBING ISSUES, KITCHEN SINK ISSUES, TO DAMAGES FROM CONDO UNITS ABOVE OR ADJACENT TO RISK.

-MCM Residential property claims. Inspect old and new damage to residence from storm related incidence to non storm related incidents.

### **JIMMY GILES FINANCIAL: DAILY CLAIMS JANUARY 2023 -October 2024**

-NON-WEATHER WATER RESIDENTIAL CLAIMS. FROM A/C WATER DAMAGE, BATHROOM PLUMBING ISSUES, KITCHEN SINK ISSUES, TO DAMAGES FROM CONDO UNITS ABOVE OR ADJACENT TO RISK.

-MCM Residential property claims. Inspect old and new damage to residence from storm related incidence to non storm related incidents.

### **BSA CLAIM: HURRICANE IAN OCTOBER 2022 TO DECEMBER 2022**

-INSPECITON AND SKETCH OF HURRICANE RELATED DAMAGES TO ROOF SYSTEM, ELEVATION, AND INTERIOR OF RISK.

### **CLAIMS CONSULTNTS, INDEPENDENT ADJUSTER, JUNE 2022-PRESENT**

-ROOF INSPECTION, AND SKETCH FOR TROPICAL STORM WIND & WATER CLAIM. INSPECTED AND SKETCH WATER DAMAGED CEILING AND WALLS.

- BROKEN WATER PIPE DAMAGE TO KITCHEN CABINETS, INSPECTION AND SKETCH OF KITCHEN.
- ROOF INSPECTION AND SKETCH OF WIND DRIVEN RAIN CLAIM. INSPECTION AND SKETCH OF MULTIPLE ROOMS.
- ESTIMATED MULTIPLE CLAIMS USING XACTIMATE SOFTWARE WITH CLAIMS TOTALLY OF \$100,000 TOTAL DAMAGES.
- COORDINATING WITH PA'S AND THIRD-PARTY VENDORS TO CLOSE CLAIMS IN A TIMELY MANNER

**MIAMI-DADE COUNTY PUBLIC SCHOOLS - MIAMI, FL — JANUARY 2007 – OCTOBER 2022 SPECIAL EDUCATION TEACHER**

- Teacher for students with diverse learning disabilities
- Case Load Manager for an average of 20 special-education students, per year
- Liaison between parents and teachers of special-needs students
- In charge of overseeing students' performance throughout the school year

**MIAMI-DADE COUNTY PUBLIC SCHOOLS-MIAMI, FL—JANUARY 2007-PRESENT HIGH SCHOOL MATHEMATICS**

- Co-teach various mathematical subjects
- Algebra 1, Geometry, Algebra 2, Advance topics, Math for College readiness -Assist Lead teacher with teaching daily lesson

**TINY SMILES PARTY RENTALS - MIAMI, FL — MARCH 2011 - MARCH 2012  
OWNER & SALES DIRECTOR PARTY RENTAL COMPANY**

- Manage the rental of party equipment for customers' parties.
- Inbound and outbound sales, generate leads and manage client accounts. - Responsible for developing and executing marketing plans
- Manage, delegate and supervise day-to-day operations.
- Supervise proper equipment management.

**MIAMI DOLPHINS- MIAMI GARDENS, FL JANUARY 2018-JUNE 2020 JUNIOR DOLPHINS LEAD ASSISTANT**

- Assist program directors with day-to-day operations
- Assist with sales and marketing campaign for upcoming Youth Program events -Manage event operations: set up and tear down, assist with event task

**INTERNSHIPS**

**MIAMI DOLPHINS YOUTH PROGRAM - MIAMI, FL — JUNE - AUGUST 2014**

- Assisted the Youth Program Coordinator and Manager with the logistics of the camps, clinics and special events hosted by the Miami Dolphins Academy
- Provided aid with the scheduling, organization and breakdown of events.

**GORILLA MANAGEMENT GROUP - MIAMI, FL — FALL 2011**

- Assisted the President and CEO of Gorilla Management Group with the recruiting of professional mixed-martial arts fighters.

- Responsible for negotiating fights and sponsorships contracts for clients.
- Assisted in the recruiting of fighters Eric Irvin and Joshua Sampo
- Provided aid to the sponsorship acquisition for Eric Irvin and Joshua Sampo

ROBERT MORRIS UNIVERSITY ATHLETIC DEPARTMENT  
PITTSBURGH, PA — SPRING 2006

- Worked along with the Assistant Athletic Director on daily operations, specifically those pertaining to the Men's Basketball and Football programs.
- Oversaw the spring-term academic progress of the Men's Basketball and Football team - Assisted the Athletic Director with daily office tasks and logistics.

### PROFESSIONAL SKILLS

- Problem solving
- Proficient in Microsoft word applications: Word, Excel, Power Point, Publish
- Bilingual: English and Spanish
- Time Management
- Mathematics
- Equipment Maintenance
- Clerical
- Computer and Electronics
- Complex Problem Solving
- Writing
- Estimating
- Residence inspection
- Roof inspection
- Negotiation
- Sales and Marketing
- Instructing
- Education and Training
- Customer Service
- Reading Comprehension
- Administration and Management
- Typing (60 wpm)
- Interpersonal skills
- Detail Oriented
- Punctual
- Non weather water inspection
- MCM residence inspection

### ACTIVITIES & LEADERSHIP

- USA Wrestling Cooper Level Coaching Certificate: 2006 - Present
- Head Wrestling Coach for the father & Son Athletic Club: 2011 - 2013 -
- Defensive Line Co-Captain for the Robert Morris University: 2006

### REFERENCES

Available upon request.