

Florentino C. Garguilo

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SUMMARY

Conscientious leader with experience in office operations, community engagement, and event coordination. Eager to contribute to a welcoming environment with programming, project management, and outreach.

EXPERIENCE

Director of Public Relations, *NY Metro Association for Computing Machinery*, NY 06/2026 – Present

- Attend executive board meetings, assist with event planning, and lead outreach efforts with professional organizations.
- Execute social media profiles across Instagram, Facebook, and X to drive community engagement and participation.
- Maintain regular website content, updates, and plugins with Wordpress to maximize user experience..

College Aide, *Office of Continuing Education, Suffolk Community College*, Brentwood, NY 05/2026 – Present

- Execute daily operations, including student registration (Banner), the creation of certificates, and multiple program progress.
- Serve as the main point of contact, representing department at events, creating flyers, coordinating mail, and managing phones.
- Administer and proctor professional exams for the National Healthcareer Association and Pearson, maintaining confidentiality.

Founder, *Creative Consulting*, Lindenhurst, NY 07/2025 – Present

- Lead business operations, procurement, invoicing, and web updates using WordPress, Calendly, Hootsuite, and Clipchamp.
- Coordinate logistics on branding, budgeting, merchandise, and outreach.
- Provide individualized guidance and resources for artists, writers, and students at all stages of development.

Administrative Support & Writing Tutor, *The Writing Center, Farmingdale State College*, NY 05/2024 – 05/2025

- Managed front desk operations, office inventory, phone calls, and high-volume scheduling.
- Spearheaded weekly events and programming to support participation and engagement.
- Supported 100+ individuals with reports, presentations, and resumes through feedback, idea development, and revision support.
- Received training in mental health, disabilities, and neurodiversity and utilized organizational software and CRM systems.

Office Assistant & Coach, *Center for Academic Success & Tutoring, Farmingdale State College*, NY 09/2023 – 05/2025

- Operated a professional front desk and supported administrative operations using Microsoft Office (Excel, Word, Outlook).
- Designed and facilitated 50+ workshops and events focused on topics such as communication and professional readiness.
- Represented the center at outreach events and open houses, supporting recruitment and informational sessions.

President & Executive Advisor, *TRIO Leadership Council, Farmingdale State College*, NY 05/2022 – 05/2025

- Overhauled post-COVID operations to rebuild engagement by supervising council members, establishing protocols and strategy.
- Orchestrated planning and logistics of board meetings, public events, role allocation, and trips.
- Served as the primary events spokesperson and liaison between campus departments, nonprofits, and social media presence.
- Collaborated on federal grant compliance and budget allocation, maintaining fiscal competency and confidentiality.

Administrative Ambassador, *Office of Admissions, Farmingdale State College*, NY 06/2022 – 12/2022

- Communicated with visitors and families regarding services and directed inquiries to appropriate departments.
- Prepared and distributed welcome materials and supported informational presentations on programs and services.

Financial Committee Member (Intern), *Long Island Coalition Against Bullying*, Farmingdale, NY 01/2022 – 06/2022

- Coordinated fundraising and outreach efforts, securing sponsorships and closing a \$1,000 fundraising partnership with LI Ducks.
- Managed survey data entry and database records while collaborating with clinicians to support program services.

COURSES TAUGHT

- **Basic Italian for Travelers**, Instructor – *Suffolk Community College* 06/2026 – Present
- **English 101 & 102**, Co-Teacher – *Farmingdale State College* 09/2024 – 05/2025
- **Summer Bridge Writing Course**, Instructor/Facilitator – *Farmingdale State College* 07/2024 – 07/2024

EDUCATION

Farmingdale State College, Farmingdale, NY 08/2021 – 05/2025
Bachelor of Science – Applied Psychology (Concentration in Industrial/Organizational Leadership)
Honors & Activities: 3.9 GPA | Summa Cum Laude | Psi Chi International Honor Society

CERTIFICATIONS

- **Certified Exam Proctor** – *National Healthcareer Association (NHA)*
- **Pearson Certified Test Administrator** – *Pearson VUE*

PUBLICATIONS & PUBLIC ACKNOWLEDGEMENT

- **Publication** – *For the Love of Self: A Christmas Journey* (2025) – [979-8276140995](tel:979-8276140995)
- **Publication** – *In a Day: A Collection of Poems* (2025) – [979-8218662066](tel:979-8218662066)
- **Publication** – *Tears of Despair* (2025) – [979-8316906515](tel:979-8316906515)
- **Exhibition** – *Future & Fantasy* – *Babylon Citizens Council on the Arts* (2026)
- **Exhibition** – *SIZZLE II: Summer Survey of Contemporary Art on Long Island* – *Farmingdale Memorial Art Gallery* (2026)

HONORS & RECOGNITION

- **SUNY Chancellor's Award for Excellence in the Arts & Creative Activities Nominee** – *SUNY* (2025)
- **Community Impact Award** – *TRIO* (2025)
- **Spirit Award** – *Farmingdale State College* (2025)
- **Presidential Service Award** – *TRIO* (2025)
- **Academic Excellence in Industrial/Organizational Psychology Award** – *Farmingdale State College* (2025)
- **Certificate of Appreciation** – *Multicultural Gala* (2022, 2023, 2024, 2025)
- **Presidential Certificate of Appreciation** – *TRIO* (2023)
- **Certificate of Appreciation for Program Moderation** – *TRIO* (2023)
- **Spirit Award** – *TRIO* (2022)

ADDITIONAL EXPERIENCE

- **Administrative Support Volunteer** – *Long Island Cares* (2025 – Present)
- **Hiring Committee Member** – *Writing & Tutoring Center* (2024 – 2025)
- **Creative Arts Organization Founder & President** – *Access Programs (CSTEP, EOP, TRIO, ACE)* (2023 – 2025)
- **Multicultural Committee** – *Farmingdale State College* (2023 – 2025)
- **Creative Works Brand** – *Tino Art* (2021 – Present)

SKILLS

- **Technical**: MS Office, GSuite, WordPress, Banner, Canva, CRM Systems
- **Competencies**: Program Coordination, Project Management, Organizational Leadership, Adaptability, Cultural Awareness