

Contact

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Top Skills

Team Leadership
Project Management
Game Design

Languages

English (Native or Bilingual)

Publications

Black Sands, the Seven Kingdoms

Manuel Godoy

Award-winning author and CEO of Black Sands Entertainment. As seen in Forbes, Shark Tank, Publisher's Weekly, CBR, Atlanta Blackstar, and more...

Middletown, Delaware, United States

Summary

The founder of Black Sands Entertainment and award-winning author of Black Sands, the Seven Kingdoms. As seen in Forbes, Shark Tank, Publisher's Weekly, CBR, Atlanta Blackstar, and more...

2,000,000+ lifetimes sales
200,000 copies sold
2 million raised from thousands of investors
Massive social media community
Creator of the BSP Comics app

Experience

Black Sands Entertainment
Chief Executive Officer
April 2015 - Present (8 years 1 month)
Greater New York City Area

The leader of the most powerful independent comic book publishing house in the nation, according to the numbers.

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US Army

6 years

Administrative Assistant
June 2008 - 2010 (2 years)
Hoover, AL

- Process orders and supplies for training and deployment of both low and high level employees.

- Provide face to face reports with upper level management on a daily basis.
- Manage lower enlisted soldiers under my command.
- Edit and record data to improve proficiency with documented inventory.
- Create schedules and appointments via Outlook.
- Perform data entry daily.
- Schedule appointments, accept cancellations, and reschedule appointments as necessary.
- Maintain administrative records for the unit.
- Properly file results from training modules, range qualifications, unit transfers and medical reports.
- Assist new recruits, visitors and others requesting information or guidance.
- Ensure that senior staff is reminded of inventory appointments.
- Perform support functions with Microsoft office suite for executive officers.
- Obtain release forms.

Administrative Assistant

June 2004 - June 2008 (4 years 1 month)

- Review and process airfield equipment information..
- Perform receptionist duties.
- Maintain inventory records and civilian employee files.
- Assist upper command, visitors and others requesting information or guidance.
- Perform risk management.
- Ensure that technicians are reminded of maintenance appointments.
- Initiate action to the receipt, withdrawal or itemization of inventory stock.
- Obtain release forms for transferring soldiers.
- Maintain appropriate forms for items on the airfield and in need of replacement.
- Use standard office equipment, such as copiers, fax machines, scanners and office automation systems on a daily basis.
- Record minutes in meetings.

Education

Queens College

Bachelor of Business Administration (BBA), Economics · (2012 - 2016)

SAN diego state university