

Ashley M. Martinez

Aurora, Illinois 60506 | [REDACTED]

SUMMARY OF QUALIFICATIONS

Enthusiastic, dynamic professional with hands-on experience with event planning/programming. Excellent interpersonal and communication skills. Quick learner that takes pride in her work and adapts nicely to new environments. Seeking a new, exciting opportunity that utilizes my education/experience and enables me to make a positive contribution.

WORK HISTORY

Wal-Mart Pharmacy, Aurora, IL

Certified Bilingual Pharmacy Technician May 2009 – Present

- Model the ability to multitask among answering phones, assisting customers at the pharmacy, filtering through and interpreting incoming scripts, filling medications, and their final sale in the most efficient way possible
- Serve as a liaison among pharmacists, fellow technicians, and Spanish-speaking customers to ensure proper communication
- Troubleshoot prescription and third-party issues to guarantee the best customer service experience possible

Dominican University

History Department Secretary/Administrative Assistant August 2008 – May 2010

- Responsible for reception tasks such as answering phones, taking messages, checking emails, making copies
- Organized reading packets, worksheets and exams used in lectures and managed grade books
- Formatted and maintained the department's website

Research Assistant for Dr. Keberlein Gutierrez September 2007 – August 2008

- Assisted in transforming a dissertation into a book manuscript
- Researched the preexisting bibliography and expanded it by providing the author with more applicable sources
- Edited the content and clarity of specific chapters requested by the author

Resident Assistant, Department of Residence Life August 2007 – May 2009

- Enforced university policies and oversee the maintenance and operation of the residence halls
- Mediated disputes among hall residents and promoted conflict resolution
- Directed event programming and community building

ACTIVITIES

Organization of Latin American Students, Dominican University, 2006-2010

- Doubled student participation and led the group to become the largest and most active organization on campus
- Facilitated weekly meetings for about 70 members and bi-monthly executive board meetings for 11 officers and delegated their responsibilities
- Organized and hosted various events to spread awareness on campus of aspects of Latino culture and important social issues
- Coordinated fundraisers to maintain the organization's \$5000 budget and prepare it for the following year
- Guided the organization to be named Organization of the Year for 2 consecutive years

The Latino Advisory Council, Dominican University, 2006-2010

- Recruited students and alumni and mediated their collaboration
- Arranged connections among various departments to organize the Annual Hispanic Heritage Reception for 200+ participants providing a networking opportunity for students & alumni
- Generated over \$2000 in funds for the newly initiated Latino Educational Support Grant

EDUCATION

Dominican University, River Forest, Illinois Graduated Magna Cum Laude May 2010

Bachelors of Science in Sociology/Minor in Spanish GPA 3.8/4.0

Dean's List 2006-2010

Presidential Scholarship Recipient 2006-2010

LANGUAGE/OFFICE SKILLS

Fluent in reading, writing, and speaking Spanish

Microsoft Office: Word, PowerPoint, Excel, Publisher, Outlook; RefWorks Research Database

References available upon request