

Laura J. Martinez

Salary Req: \$50k+

2090 Poze Blvd.

Thornton, CO 80229

~~(720) 690-8151~~

720-987-1143

Objective

To accomplish tasks efficiently & organizationally ensuring ultimate quality.

Personal Qualities

- Obtain a B.A. Degree in Ethnic Studies and Women's Studies.
- Linguistically fluent in English and Spanish.
- Excellent customer service skills, professional attitude & efficiently multi-task.
- Proficient in Microsoft Word, Excel, PowerPoint and the world wide web.

Education

2002 Associate of Arts; Front Range Community College, Longmont CO
2004 Bachelor of Arts; University of Colorado, Boulder CO

Volunteer Work

Have dedicated 5 years of volunteer hours in numerous programs dedicated to teen parenting, child care, health care and providing for low-income families. All volunteer work required English/Spanish linguistic skills.

Work Experience

Jan 2008-present PrimeSource Staffing, LLC

Onsite Account Manager promoted from Recruiter. Manage up to five clients, staffing for all including call center, manufacturing, warehouse and assembly fields up to 200 employees simultaneously. Recruit, interview, select, maintain records and initialize payroll for all employees within clients' needs and requirements. Record data and run necessary reports for all clients. Requires exquisite organizational and follow-up skills.

2007-2008 American General Financial Services--AIG

Financial Representative position required lending consumer & real estate loans to customers, handling cash drawer, collecting delinquent accounts, business development, soliciting, etc.

2005-2007 Citifinancial Corporation--Citigroup

Senior Branch Account Executive position required meeting financial unit goals combining consumer & real estate loan growth, several clerical duties, collection, incoming revenue, etc.

2005 City of Longmont Parks and Recreation

Office Assistant position required supervising temporary employees all assisting in registering customers for sports activities, selling recreation center passes and managing shift's revenue.

2004-2005 Longmont United Hospital

Held the Secretary II position in the Business Office, serviced patients concerning medical bills, data entry, bankruptcy charge off, handled cash drawer, translated for patients, etc.

2004 University of Colorado Department of Ethnic Studies

The Administrative Assistant II position required working directly under 15+ professors providing student referrals; misc clerical duties; project development.

2000 Flanders, Stover, Eisberg & Ellis, LLP

Initial experience in legal field; readied documents for court, and handled all correspondence.

2000 Longmont Clinic

Filed patient charts within Medical Records Department.

1999-2001 Salud Family Health Centers Research Study

Conducted psychological assessments and surveys concerning Latina pregnant women.

Direct contact with Spanish-speaking pregnant women and a substantial amount of data entry.

1998-2001 Salud Family Health Centers Immunization Fairs

Required inputting immunization records into system ensuring children in the school district had sufficient immunizations to attend school.

Not non-competitive

References available upon request.