

Isabella Martinez

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PROFILE

Dedicated and enthusiastic bilingual (Spanish) first-year college student with a commitment to customer service and a positive attitude. Strong communication skills and attention to detail. Adaptable and a quick learner, ready to represent the university with professionalism and punctuality in a front desk role.

SKILLS

Google Suite (Docs, Sheets, Calendar) | MS Office (Word, PowerPoint) | Instagram | FB | TikTok

EDUCATION

Bachelor of Arts in Environmental Studies Sept. 20XX - Present
Portland State University, Portland, OR

EXPERIENCE

Childcare Provider, Portland, OR June 20XX - Present

- Provide attentive, age-appropriate care to 10 children (ages 2-8), nurturing individual development
- Supervise homework, offering tailored assistance as needed
- Support household upkeep with light cooking and cleaning duties

Volunteer Community Liaison, Music in the Schools, Portland, OR Sept. 20XX - June 20XX

- Supervised six students to ensure efficient set-up and break-down of events
- Communicated with event contacts to verify scheduling

Student Officer, Franklin High School Giving Club, Portland, OR Sept. 20XX - June 20XX

- Oversaw meetings and facilitated discussion with support of faculty sponsor
- Initiated campaign to raise \$5,000 in donations for local non-profit
- Wrote monthly email newsletter to 150+ club members to keep them informed of events

Team Member, Baskin Robbins, Portland, OR June 20XX - Sept. 20XX

- Provided excellent customer service in a fast-paced environment
- Collaborated with staff of 2-6 coworkers to ensure high customer satisfaction
- Demonstrated excellent attention to detail by effectively handling money, providing accurate change, and processing credit cards

Lacrosse Junior Varsity Team Sept. 20XX - June 20XX

- Demonstrated ability to work effectively on a team and to manage demands of school and practice (10 hours per week)