
MIKAYLA N. MARTIN RESUME

Address: 7817 Varina Chase Drive Richmond, Virginia 23231

Phone Number: (804) 982-7626

Personal Email: Mikaylanmartin7@gmail.com

School Email: mnm9996@email.vccs.edu

Objective

- To display accomplishments earned in high school, college, and within my community.
- To secure a part-time job position.
- To secure an internship position.

Professional Experience

Church Clerk

November 2021 - May 2023

Duties Summary:

- Sending emails
- Creating flyers
- Sending invoices
- Managing technology - Communications

Dollar General

March 2023 - June 2023

Duties Summary:

- Customer service
- Greeting customers, helping them find products, and showing them how to use them
- Operating the cash register and scanner to itemize and total purchases, collect payment, and make change
- Stocking merchandise, recovering merchandise, and maintaining a clean and organized store
- Completing sales using the point-of-sale system to sustain cash and inventory levels
- Performing other duties as assigned by the store manager to maximize store profitability and customer satisfaction

Independent Contractor

May 2023 – Present

- Creating flyers
- Video editing
- Social media managing
- Sending invoices

Freelance Independent Makeup Artist

April 2014 – Present

- Makeup art
- Understanding client needs and goals, & collaborating with other professionals
- Product knowledge
- Shade matching

Education

Varina High School, Henrico, VA

- **High School Advanced Diploma**

GPA: 3.55 (Weighted)

3.0 (Unweighted)

Class Rank 54/ 307

The Center for Communications

Virginia Commonwealth University, Richmond, VA

freshman and sophomore years completed. GPA: 3.5

J. Sargeant Reynolds Community College, Richmond, VA

Nursing School Program (attending)

Certifications

- American Red Cross CPR & AED Certified (August 2023)

Awards

Advanced diploma seal

Graduate of the Center for Communications

Selection for National Honor Society of High School Scholars Selection for National

Beta Club

Selection for Science NHS

Selection for Quill and Scroll

NSPA 2021 Journalism Honor Roll

Community Service Seal

“Most improved English 12 student”

T.H.I.S.Senior Award

Top 10 Senior Award

National Academy of Television Arts and Sciences 2020-21 Outstanding

Achievement in Student Production as an Editor Award

Activities & Interests

National Society of High School Scholars (2019-2021) Science National Honor Society (2020-2021)

National Beta Club- (2015-2016 to 2020-2021) Lifeguard Certification Training (2019-2020)

VAULT Leader Member (2020-2021) Varina Varsity Swim Team (2016-2021) Captain (2019-2021)

Pathfinders (2010-present) Teen Leader

Banquet and Event Board Member Drum Core (2015-Present)

Cymbal player

Teen Leader

Drill Team (2010-Present)

Elite Drill Group

Piano Lessons (2010- 2016 (1hr/ week))

Ephesus Seventh Day Adventist Praise Team (2010-Present) Ephesus Seventh Day

Adventist Vacation Bible School (2017- Present (12 hrs/ weekly))

Youth Church Design Committee (2019-2021)