

# Joshua Martinez

**Sales Intern, Global Financial Services Intern, Assistant manager Which Wich, Avid Tutor.**

Austin, TX 78748

[joshi26@hotmail.com](mailto:joshi26@hotmail.com)

512-745-0814

I am Currently a sophomore at Austin community college pursuing a degree in Computer Science. I am a Certified Car safety inspector and have interned at Dell for computer experience, worked in fast food as a part-time, and in a school district as a tutor.

Authorized to work in the US for any employer

## Work Experience

---

### Youth Choir Director

Santa Cruz Catholic Church - Buda, TX

December 2018 to Present

As the Youth Choir Director I prepare all materials for the weekly mass. Getting the music ready requires going through the liturgy to pick appropriate songs, and then practicing those songs so that i may be able to teach them to my choir. On the day of the mass i prepare all materials and set up equipment so that the mass may be able to go to plan. After the mass i ensure everything is where it needs to be and make sure it is ready for the next mass

### Certified Car Safety Inspector

RZ Auto Repair - Austin, TX

June 2018 to Present

I am a Certified Car Safety and Emission Inspector. I work at RZ auto Repair where i work the front desk and help customer. My daily tasks include creating and organizing our system files to be up to date to expectations. During Inspections I make sure a car is at the required safety level that is demanded by the State.

### AVID Tutor

Hays CISD - Hays County, TX

January 2018 to Present

Lead a group of students through tutorials in various subjects. Encouraged students to improve academically on their core classes, extracurricular and, college preparation skills. Provide Individual help to students who are failing and focused on those areas while working on homework, missing work or studying for tests. Work directly with the Teacher and other tutors to decide on lesson plans and strategies to improve the class. Joined the class on field trips to colleges to supervise and assist in obtaining the information they needed.

### Assistant Manager

Which Wich Superior Sandwiches - Sunset Valley, TX

June 2016 to December 2017

I started as a regular associate and after 4 months became a shift leader and shortly after picking up many more hours I became assistant manager. My responsibilities include Weekly Inventory order, Worker Schedule, Daily food prep, Customer service, Catering orders, Delivery

### **Sales Intern, Global Financial Services Intern**

Dell Inc

August 2013 to August 2015

Auditing Intern, Payroll Intern, Tax Intern

- Transport computer models to field workers
- Observe sales pitch meetings
- Analyzed invoices, send and receive W9's and ACH's
- Organize Calendars and schedules for executives for Global events
- Fix payments with customers that needed returns
- Update websites for trainings of employees

## Education

---

### **Computer Science**

St. Edwards University - Austin, TX

January 2017 to August 2018

### **AA in Computer Science**

Austin Community College District - Austin, TX

January 2017 to May 2018

San Juan Diego Catholic High School - Austin, TX

August 2013 to June 2015

James Bowie High School - Austin, TX

August 2011 to June 2013

## Skills

---

- Customer Service
- Typing
- problem solving
- Teaching

## Certifications and Licenses

---

### **Official Vehicle Inspector**

February 2019 to August 2020

### **Driver's License**

## Groups

---

**Caris Misiones**

January 2014 to Present

Catholic Non-Profit organization, have been a leader since the beginning. We conduct retreats annually for Women, Men, Teens, Kids while also having a weekly group. Leader of the Music ministry in planning for weekly group or retreats. Leader of the youth group and focus on teen retreat.

## Additional Information

---

**OTHER SKILLS**

- Native Spanish Speaker
- Computer Skills, Word, Excel, PowerPoint, Publisher