# ANITA MARTN

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## PROFESSIONAL STATEMENT

I am pursuing a new career after a career in the warehouse/satellite industry. I discovered after some years in management roles my real passion is in Computer Technology. While working at my last position, as a Warehouse Manager gave me some satisfaction in this, I have been wanting to expand my knowledge and abilities to learn code through taking classes. This is when I decided that I wanted to return to school and learn the current computer languages and techniques that can help me further my career in becoming a Software Programmer.

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## TECHNICAL TOOLBOX

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| Languages | Visual Basic for Application (VBA) |
| Operating Systems | Windows: 10, XP, LINUX |
| Software | Microsoft Office, Internet Explorer, Mozilla Firefox, GitHub, Google Chrome, Google applications: Docs, Gmail, Calendar, Maps, Oracle, Intellj/JetBrains |
| Troubleshooting | Diagnosis of printers and network connections. |
| Other Skills | Basic networking skills. |

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## EDUCATION

CNM STEMulus Center, Albuquerque, NM                                      Expected August 2019
Certificate of Completion -Deep Dive Bootcamp– JAVA + Android
- Currently enrolled in a 10-week JAVA + Android Bootcamp


ITT Technical Institute, Albuquerque, NM                                      MAY 2005
AAS Degree in Information Technology/ Computer Networking Systems
- Related Coursework in the field of Information Technology

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## SKILLS

- Proficient in Microsoft Office using PowerPoint, Microsoft Word, Outlook, & Excel.
- Proficient in inventory software (databases and systems).
- Possesses strong communication skills among all colleagues.
- Ability to work in groups or independently.
- Possess strong organization skills to stay on top of daily tasks such as inventory, ordering, and control.
- Has the ability to work well under pressure and in multitasking environments.
- Strong leadership and management skills over small and large groups.

## EXPEREINCE

**DISH Network**                                    September 2009 to May 2009

*Warehouse Manager*

- Maintained inventory and managed equipment use for remote technicians through ORACLE, Excel, and OFSC system software.
- Maintained an accurate physical count of van product, warehouse product, and salable product on a weekly and monthly base.
- Worked with vendors for new equipment and returned products.
- Assisted in training processes for new hires.
- Worked side by side familiarizing new hires with technical software and procedures.
- Worked in Excel to create spread sheets for accuracy of technician inventory and to maximize efficiency.

**Pro-mark Research**                               September 2008 to September 2009

*Floor Supervisor*
- Implementation of nationwide surveys for data collection.
- Completed data entry in Excel for data analysis.
- Maintain office employees to enforce policies and regulations.
- Regulation of interviewee comments and concerns.
- Development of phone scripts for new and future employees.

**Dollar Tree**                                     January 2004 to December 2007

*Store Manager*
- Evaluation of store associates for promotions, pay increases, and all other feedback.
- In charge of all hiring processes such as interviews, scheduling, salary, and all human resources requirements.
- Managed store through merchandizing, keeping track of inventory, and conducting inventory processes.
- Keeping monthly sales to a target range by pushing product sales through employee coaching.
- In charge of new store openings by handling all required logistics.