

Maria A. Martinez-Cardenas

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EDUCATION

University of Massachusetts Boston

Boston, MA

Bachelor of Science in Management GPA: 3.62/4.0

May 2015

Concentration: Finance

Golden Key International Honour Society Member

Bunker Hill Community College

Charlestown, MA

Coursework: Business Management

Fall 2011 - Fall 2013

Related Coursework: Business Communication, Corporate Finance, Financial Management, Financial Accounting, Financial Modeling, Investments, Managerial Decision Making, Managerial Accounting

EXPERIENCE

Financial Planning Intern

Boston, MA

Office of Urban and Off-Campus Support Services (U-ACCESS) UMASS Boston 11/2014 – 5/2015

- Researched existing financial literacy for college student's population
- Modified and/or created a U-ACCESS financial planning curriculum for UMass Boston students
- Developed client centered financial plans based on individual needs and goals of the client
- Encouraged money consciousness habits for clients by developing budgets, setting goals, and establishing check-ins for clients to assess their progress
- Developed financial counseling portfolio and train subsequent interns

Marketing Assistant

Needham, MA

Prudential Financial

6/2014 – 9/2014

- Assisted in recruitment of appropriate candidates and ensured highest quality of all candidates
- Scheduled and organized interviews with suitable candidates
- Researched and recommended new sources for active and passive candidate recruiting

Assistant Manager

Boston, MA

Johnston & Murphy

2/2012 - 9/2013

- Exceeded sales goals for fourteen consecutive months
- Built trust and relationships with regular customers
- Coordinated and managed the functionality and operations of the store
- Prepared sales reports, managed payroll and trained new employees

Sales Associate

Boston, MA

Tech Showcase/Airport Wireless

5/2009 - 7/2011

- Performed manager's role for six months
- Consistently ranked highest for sales achievement and outperformed peers in other locations

MILITARY EXPERIENCE

Human Resources Specialist

Reading, MA

Army National Guard

4/2008 – 4/2015

- Prepared and processed recommendations for awards and promotions
- Helped Soldiers develop their Army careers and provided personnel support
- Organized, maintained and reviewed soldier records
- Advised, prepared and documented life insurance documentation and policies
- Updated personnel strength reports

Computer Skills: Microsoft Word, Excel, PowerPoint, Outlook and Lotus Notes

Languages: Fluent in Spanish