**Maria A. Martinez-Cardenas**

118 Cowper St., East Boston, MA 02128 617-320-2832 MariaMartinez1123@gmail.com

**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