

Darby Martinez

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EDUCATION

College of Mount Saint Vincent, Riverdale, NY
Bachelor of Arts, Communication | GPA 3.25
Minor: Spanish

August 2020

Universidad de Belgrano, Buenos Aires, Argentina
Study Abroad Program

July 2019

Course Work: Argentine literature and Latin American Studies. Tutoring of underprivileged kids in poor neighborhoods.

PROFESSIONAL EXPERIENCE

Columbia Center for Children's Environmental Health

New York, NY

Community outreach and research translation intern

June 2020 - August 2020

- Designed images, icons, and content for the organization's online presence.
- Established and maintained the organization's social media presence.
- Designed, implemented, and monitored web pages, plugins and functionality for continuous Improvement.

Cardinal Litigation

New York, NY

Bookkeeping Assistant

March 2018 - August 2020

- Prepared written materials and electronic financial data to document activities.
- Sorted financial documents and posted receipts and payments.
- Filed invoices with processed checks to maintain an orderly accounting filing system.
- Prepared and mailed account statements to vendors.

Campus Events at the College of Mount Saint Vincent

New York, NY

Student Worker

August 2019 - March 2020

- Facilitating event set up and take down, arranging a room depending on the needs/requests of a group to ensure successful events.
- Kept storage areas organized, clean, and secure to protect company assets.

TJ Maxx

New York, NY

Store Associate

June 2017 - March 2018

- Offering each customer top-notch, personal service and polite support to boost sales and customer satisfaction.
- Checked pricing, scanned items, applied discounts and printed receipts to ring up customers.
- Used POS system to process sales, returns, online orders and gift card activations.

SKILLS & INTERESTS

Language Skills: Native Spanish Speaker

Software & Computer Skills: Adobe Software (Photoshop, Illustrator), Microsoft Office (Excel, PowerPoint, Word), Google Docs (Sheets, Slides), Markdown language.

Interests: Graphic design, Journalism, Interior Design, Video games.