

# Darby P. Martinez

929-288-0813 | [Darbypmartinez@gmail.com](mailto:Darbypmartinez@gmail.com) | [linkedin.com/in/darbymartinez](https://www.linkedin.com/in/darbymartinez)

## EDUCATION

**College of Mount Saint Vincent**, Riverdale, NY August 2020  
Bachelor of Arts, Communication | GPA 3.25  
Minor: Spanish

**Universidad de Belgrano**, Buenos Aires, Argentina July 2019  
Study Abroad Program  
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 takedown, 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.