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# DARBY MARTINEZ

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New York, NY ♦ (929)-288-0813 ♦ Darbymartinez@gmail.com

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## PROFESSIONAL SUMMARY

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Creative and driven journalist looking to get a footing in the newsroom. Offering skills in video production, image editing, writing, Spanish language content, and administrative work. Motivated to learn, grow, and excel as a reporter.

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## WORK HISTORY

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**Community Outreach and Research Translation Intern**, 06/2020 to 08/2020

**Columbia Center for Children's Environmental Health** – New York, NY

- 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.

**Bookkeeping Assistant**, 03/2018 to 08/2020

**Cardinal Litigation** – New York, NY

- 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.

**Student Worker**, 08/2019 to 03/2020

**Campus Events at the College of Mount Saint Vincent** – New York, NY

- 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.

**Store Associate**, 06/2017 to 03/2018

**TJ Maxx** – New York, NY

- 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.

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## EDUCATION

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**Bachelor of Arts**: Communication, Spanish

**College Of Mount Saint Vincent** - Riverdale, NY

GPA: 3.25

**Study Abroad**: Latin American Studies, Spanish

**Universidad De Belgrano** - Buenos Aires

Course work included Latin American Literature and tutoring of underprivileged kids in poor neighborhoods.

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## HIGHLIGHTS

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- Markdown language.
- Photoshop
- Illustrator
- Microsoft Office
- Final Cut Pro

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## LINKS

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- [Darymartinez.com](http://Darymartinez.com)
- [linkedin.com/in/darymartinez/](https://www.linkedin.com/in/darymartinez/)
- [https://www.youtube.com/channel/UC\\_JgvlKMxge5jSiOIU3NVuA/videos](https://www.youtube.com/channel/UC_JgvlKMxge5jSiOIU3NVuA/videos)

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## ADDITIONAL INFORMATION

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- Interests: Journalism, graphic design, interior design, video games.