

SAUL OMAR MARTINEZ

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Education

The University of Oklahoma

Bachelor of Journalism and Mass Communication, Emphasis in Professional Writing

Professional Experience

Client Representative

Oklahoma Health Care Authority, Oklahoma City, OK

2/13 – 7/13

- Informed clients applying for Medicaid about particular requirements
- Helped clients find doctors and specialists best suited for their needs
- Communicated in both English and Spanish every day

Interpreter

Farmers Insurance, Oklahoma City, OK

7/12 – 12/12

- Assisted communication between insurance agents and clients
- Interpreted various insurance policies and coverage terms
- Facilitated the recording of official statements for investigations

Technical and Warranty Support Representative

Seagate Technology, Oklahoma City, OK

10/11 – 6/12

- Advised clients with warranty and defective product issues
- Walked clients through the installation of various products
- Created documents and templates for everyday use

Media Production Assistant

Cudd Energy Services, Oklahoma City, OK

9/11 – 10/11

- Researched information about Cudd's products and services
- Organized data into streamlined media slides
- Enhanced the quality of graphics and photographs for presentation

Photographer

The Oklahoma Daily, Norman, OK

5/08 – 5/09

- Photographed student and community events in the OKC metro area
- Contributed photo shoots for various subjects
- Published photographs in *The Oklahoma Daily*

Promotional Representative

Night Agency, Norman, OK

8/07 – 2/08

- Represented STA Travel on the University of Oklahoma campus
- Recruited students to join the STA Travel website
- Distributed over 500 information cards about the website

Leadership Experience

Animal Care Volunteer

Second Chance Animal Shelter, Norman, OK

6/11 – 8/11

- Provided recommendations for people looking to adopt a pet
- Answered questions and concerns about maintaining animals

Publicity Chair

University of Oklahoma Campus Activities Council, Norman, OK

8/06 – 5/07

- Organized five concerts per semester featuring local and national artists
- Promoted the concert on campus and the within the local community

Skills

Language Skills

- Bilingual, fluent in English and Spanish

Computer Skills

- Proficient in Word, Excel, Powerpoint and Adobe Acrobat
- Able to navigate both Windows and Mac operating systems
- Extensive database and internet research for various projects