

Cynthia L. Martinez

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Education

University of Oklahoma – Norman, May 2011

Major: B.A. in Journalism- Public Relations

B.A. in Communication

Minor: Anthropology, Enterprise Studies

Experience

Feb. 2012- Sept. 2013	Goodwill of Central Oklahoma, MKT Development Coordinator	OKC, OK
	<ul style="list-style-type: none">• Conducted a regional market research study• Created a long-term corporate strategy to enhance the agency's presence in the community.• Led a multi-departmental events committee to coordinate regular and special promotional activities• Designed promotional materials-visual and written-for all departments.• Re-designed the corporate website.• Maintained the agency and its publics informed of important issues through regular communication.	
Oct. 2011- Feb. 2012	Warren Alarkon & Associates, Part-Time Legal Assistant	OKC, OK
	<ul style="list-style-type: none">• Draft & file legal documents, correspondence and pleadings• Established and maintain an office filing system• Translated for Spanish-speaking clients	
June 2011- Dec. 2011	Cristo Rey Lutheran Church, Public Relations Consultant	OKC, OK
	<ul style="list-style-type: none">• Designed and managed website• Assessed the needs of the congregation through phone interviews and coordinated programs accordingly.	
Aug. 2006- May 2011	Cate a la Carte, Student Supervisor	Norman, OK
	<ul style="list-style-type: none">• Managed undergraduate students in the preparation and delivery of Room Service orders, while completing pick-up orders; catered select University events	
Jan. 2009- May 2009	Regional Food Bank of Oklahoma, Marketing Intern	OKC, OK
	<ul style="list-style-type: none">• Analyzed news clippings, prepared press releases, translated brochures• Set up special events, along with volunteers; also performed general clerical tasks	
Aug. 2008- May 2009	Residence Life (OU Housing), Resident Advisor	Norman, OK
	<ul style="list-style-type: none">• Prepared monthly, themed activities for residents• Directed residents to University resources as needed	

Skills

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| • Photography | • Associate Press Style | • Microsoft Suite 2007 |
| • Adobe In Design & Photoshop | • Strategic Thinker | • Fluent in Spanish |

References available upon request.