

ENRIQUE MARTINEZ

Résumé, updated 02/03/2020

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EXPERIENCE

Associated Students UCLA, Los Angeles, CA — *Busser*

JUL 2019 - PRESENT

Bussing tables, taking out trash/recycling, sweeping, mopping, and restocking supplies. Attend staff meetings. Additional responsibilities include giving directions to customers.

Geffen Academy at UCLA, Los Angeles, CA — *Student Chaperone*

JAN 2019 - JUL 2019

Monitored students during non-instructional hours. Monitored student activity to ensure a safe and clean space. Agreed to be a mandated reporter and abide by the *Child Abuse and Neglect Reporting Act*. Other duties as assigned.

Hartnell College Center for Achievement and Student Advancement, Salinas, CA—
Content Editor/ Student Ambassador

JUL 2018 - AUG 2018

Used Microsoft Publisher to create and edit student profiles for special programs. Organized and maintained notes of biographies. Additional responsibilities included assisting undocumented and DACAmented students with resources and tutoring services.

Hartnell College English Department, Salinas, CA— *Supplemental Instructor*

AUG 2016 - MAY 2018

Made classroom presentations and recruited target students. Prepared and conducted out-of-class study sessions with students in groups or individually including arranging times to meet with students. Attended class meetings and liaised with the course instructor to inform students of session schedule and locations, to know course requirements, to gather information on course changes/updates to syllabi and assignments, and to ascertain student learning needs with regard to course content. Regularly met with assigned supervisor, attended regular training sessions and completed training assignments. Performed clerical duties related to record-keeping on attendance and student success rates.

Salinas Community YMCA, Salinas, CA— *Kids Zone Leader*

JAN 2016 - AUG 2017

Interacted with children (0-13) and organized arts and crafts projects. Professionally engaged with parents/guardians to provide pertinent information about their child's experience and to promote upcoming programs. Ensured that toys and equipment were clean, safe, set up and stored properly. Attended staff meetings and training programs as required. Other duties as assigned.

EDUCATION

University of California, Los Angeles, Los Angeles, CA — *B.A. History*

SEP 2018 - JUN 2020

Dean's Honors List: Winter Quarter 2019, Fall Quarter 2019

Activities: STOMP Club, Food Drive Initiative, UCLA Transfer Mentorship Program, Flag football, Futsal

Hartnell College, Salinas, CA— *A.A.-T History*

JAN 2016 - MAY 2018

Summa Cum Laude

Activities and Societies: Phi Theta Kappa Honor Society, Men's Institute for Leadership and Education Scholar, Hartnell READS Book Club *Co-Facilitator*

SKILLS

- Time Management
- Conflict Resolution
- Communication
- Team Building & Leadership
- Adaptability
- Interpersonal Skills

LANGUAGES

English, Spanish

REFERENCES AVAILABLE UPON REQUEST