

Justin Martinez

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<https://www.youtube.com/channel/UCGawlVe9hpXIa-1e3ns4r6A>

Profile

Currently looking for a part/full time position as a Tier 1 Help desk associate. Has proven experience in customer service, inventory management, and Human Resources. Can bring a positive attitude and provide a hard-working mentality.

Education

Red River College: Business Information Technology.....Sept 2020 to Current

Bits and Bytes Association

CCNA Classes

Cisco CCNA 200-201 The Complete Guide Neil Anderson

Cisco CCNA 200-301 Complete Course David Bombal

Robertson College: Software and Database Developer.....May 2016 to June 2017

CCA Certification: HTML, CSS, JavaScript, JQuery, PHP, MySQL and Python.....Dec 2016

Red River College: Pre-Employment Certificate.....Feb 2014 to June 2014

Work Experience

HR Effectiveness Intern Northwest Company.....June 2017 to Sept 2017

- Managed documents from the HR department and organized them into the new HR connect portal
- Built pages for every department in HR in the new portal and worked with manager on input of what can be provided

Training & Development/Instructional Designer Intern Northwest Co.Feb 2017 to April 2017

- Created reports specific to what was asked and manipulated tables to generate information into excel pages
- Entered marks into both excel sheets and the LMS(Learning management system).These marks are from the current DMIT/MIT(Department manger in training)
- Manually entered STIP goals into the LMS for every employee in the company. Over 500 employees that work in corporate

Additional Skills

Communication

- Contributed to different projects in the HR department and had valuable input in team meetings
- Worked in fast paced environments and had to work with co-workers in an efficient manner

Training

- Provided training for coworkers that needed to know advanced techniques for Microsoft tools such as Microsoft excel. Created material and worked with them to get them up to date on tools.
- Trained other employees in my department on how to use the learning management system

References available upon request