

**KELLEE DAWN MARTINS**

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OBJECTIVE

To find employment in an environment which allows me to grow, utilize my strengths, and enhance the company.

EXPERIENCE**DESIGNER - ISOMER DEVELOPMENT BOOTCAMP - SALT LAKE CITY, UTAH
SEPTEMBER 2014 - PRESENT**

Responsibilities include: designing mock ups for a new website design using Adobe Photoshop and Lightroom. As well as coding out that design using HTML and CSS.

**HVAC DESIGNER - BRIGHAM YOUNG UNIVERSITY- PROVO, UTAH
FEBRUARY 2014 - APRIL 2014**

Responsibilities include: surveying and measuring existing building space and duct work in order to prepare new duct work using AutoCAD and Revit for remodels as well as new construction.

**CO-FOUNDER; TEACHER - FAVELA HOPE (NON-PROFIT) - RIO DE JANEIRO, BRASIL
JANUARY 2013 - OCTOBER 2013**

Responsibilities include: Co-founding non-profit organization. Working with renowned charity in Rio de Janeiro and establishing an English teaching program as an independent extension of the current charity. Teaching classes including individually tutoring individual students. Working with Brigham Young University to enroll excelling students in university classes in attempt to truly change the life of and opportunities available to under privileged young adults in Brasil.

**SUPERVISING CUSTOMER SUPPORT AGENT; FRONT DESK - HERITAGE MAKERS INC. - PROVO, UTAH
JANUARY 2012 - JANUARY 2014**

Responsibilities include: assisting customers via phone, email, and chat. Helping customers place orders, understand the online software, process payments, etc. As supervising agent delegating daily tasks as well as responding to escalated phone calls and emails. Greeting customers upon arrival and assist them in picking up orders. Troubleshooting with different software glitches. Assisting in various projects throughout all departments of the company.

**LEAD STUDENT CUSTODIAN - BRIGHAM YOUNG UNIVERSITY - PROVO, UTAH
JULY 2010 - JANUARY 2013**

Responsibilities included: maintaining buildings, cleaning carpets, cleaning bathrooms, cleaning and setting up assembly halls, setting up for various activities held on campus including weekly church. Responding to any calls for area via radio. As lead student, directing other students and delegating daily task.

**OFFICE SECRETARY - BROCK CABINETS INC. - FAYETTEVILLE, NORTH CAROLINA
JANUARY 2010-JUNE 2010**

Responsibilities included: scheduling for the general manager. Stocking, organizing, and maintaining showroom floor. Ordering, stocking, and delegating office supplies. Handling human resources including hiring, paperwork and background check. All filing for the sales team. Working as the liaison between customers and general manager. Working the front desk greeting customers and answering multiple phone lines and handling clerical work. Supervising the customer service department including, but not limited to, questions and complaints. Contacting vendors and organizing and directing monthly sales meetings. Creating company literature used in all four showrooms, client newsletters, and displayed at national room shows. Acting as a liaison between new clients and sales team, introducing new clients to company, providing price quotes, and directing clients towards appropriate sales team member. Officiated small purchases. Ordering refreshments for various office meetings. Running various errands. Maintaining relationship with non-purchasing clients and following up on clients sent to sales staff.

EDUCATION

DEVMOUNTAIN - Salt Lake City, Utah - Industry-leading, intense, code bootcamp where students are trained and mentored in 12 weeks by professionals & experts

BRIGHAM YOUNG UNIVERSITY - Provo, Utah - Currently completing a degree in Construction Management

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE - Fayetteville, North Carolina - Attended classes concurrent with high school course of study
GRAY'S CREEK HIGH SCHOOL - Hope Mills, North Carolina - Graduated top ten in class. Summa Cum Laude. Senior Class Secretary.

SKILLS

HTML, CSS, JavaScript, AngularJS, jQuery, Github, User Experience, Photoshop, Illustrator

ACTIVITIES

At school: Member of the Student Government Association, Senior and Sophomore Class Secretary. Member of the National Honors Society, National Technical Honors Society, Academy of Scholars, Ladies of Elegance. Member and director of High School Choir, elected to participate in annual All-County Chorus. Voted "Most likely to become U.S. President" in senior class superlatives. Varsity Basketball, Varsity Cross Country, and Varsity Track. Set two school records in Track and Field. Award for "Most Improved" athlete in Cross Country. Advanced High School Graduate.

Other: Leader of my church youth group 2006-2009. Hiking, running, racquetball, photography, and blogging.

REFERENCES

SUZY BERG, Previous Employer, Heritage Makers Inc. (866) 694 - 3763 ext. 8028

THOM RUDD, Previous Employer, Brigham Young University (801) 602 - 5507

NEPHI BROCK, Previous Employer, Brock Cabinets Inc. (910) 424 - 1776

RACHEL CHRISTENSEN, Personal and Co-Worker, Brigham Young University (360) 901 - 3135

Recommendation Letters Available Upon Request

To learn more about me please visit my website kelleemartins.paperplane.io