

# Liz Martins

Fall River, MA

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3234286350

Versatile professional offering over ten years of experience in diverse environments, including five years in a leadership role in a fast-paced customer focused setting where strong communication and problem-solving skills were paramount

## Work Experience

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### **Software Engineering Student**

General Assembly - Remote

January 2023 to April 2023

Successfully completion of a twelve-week software engineering immersive geared toward learning the fundamentals to become full stack developers. Individual and group projects provided practical application of the industry's most in-demand technologies.

Developed projects include:

- Bella Luna Designs || PERN stack, e-commerce app
- The Bucket-list Bucket || Github || MERN stack, travel blog
- Class Connect || PERN stack, class enrollment site
- Garden Rescue || Github : JavaScript, memory game for young children

### **Assistant Project Manager**

Costa Brothers Masonry, Inc. - Fairhaven, MA

July 2017 to October 2022

- Collaborated with project management via weekly meetings to discern scope and materials needed to complete various commercial construction projects
- Contributed to company profitability by sourcing building materials at competitive pricing
- Managed and tracked the procurement life cycle to maintain adherence to project schedules

### **Lead Business Office Associate**

CarMax - Norwood, MA

April 2014 to July 2017

- Directed office workflow in manager on duty role, delegated and followed up on tasks relating to providing industry-leading customer service and support throughout the sales process
- Trained new employees in company processes and best-practices and continued development through feedback and coaching sessions
- Supported management team in the hiring process by conducting applicant phone interviews

### **Management Assistant**

CarMax - North Attleboro, MA

October 2011 to April 2014

- Facilitated talent acquisition by posting job openings and scheduling recruiting events

- Coordinated new-hire orientation and explanation of benefits to ensure a smooth transition
- Traveled to stores to contribute to the success of grand-openings and day-to-day operations
- Maintained confidential personnel files by adhering to state regulations and company best-practices

## Education

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### **Bachelor's degree in Communications / Spanish**

Simmons College - Boston, MA

### **Associate in Arts (AA) in Dramatic Arts**

American Academy of Dramatic Arts-Los Angeles - Los Angeles, CA

### **Certificate of completion in Software Engineering**

General Assembly - Remote

## Skills

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- JavaScript
- GitHub
- CSS
- REST
- HTML5
- Node.js
- Software Development
- React
- PostgreSQL
- RESTful API
- MongoDB
- Tailwind CSS
- Express.js
- Visual Studio Code
- Relational databases
- Procore
- Workday
- SAP Concur
- Bluebeam

## Languages

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- Portuguese - Fluent
- Spanish - Expert

## Links

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<https://github.com/martinsliz>

<https://www.linkedin.com/in/elizmartins/>

## Certifications and Licenses

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### **Driver's License**