

SETH MARTINEAU

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EDUCATION

University of Utah

Economics Major

Bachelor of Science

August 2012 - December 2018

Relevant Coursework

- Econometrics: Logical and statistical tools to understand human interaction
- Logical and Statistical Inference: Learned how to collect data and draw decisive conclusions for the real world
- Money and Banking: Learned how financial institutions and the government run the modern economy
- Business Writing and Communication: Learned how to approach and communicate with others in the work environment in a professional manner

EXPERIENCE

Log Haven Restaurant

Event Coordinator

July 2019 – March 2020

- Consult with customers to determine objectives and requirements for events, such as meetings, conferences, and conventions
- Review event bills for accuracy and approve payment
- Confer with staff at a chosen event site to coordinate details
- Inspect event facilities to ensure that they conform to customer requirements
- Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise
- Evaluate and select providers of services according to customer requirements
- Plan and develop programs, agendas, budgets, and services according to customer requirements
- Conduct post-event evaluations to determine how future events could be improved

Verisys

Data Entry Specialist/Content Analyst

January 2019 - July 2019

- Document all investigative activities
- Prepare written reports and graphs of investigation findings

- Analyze financial data to detect irregularities in areas such as billing trends, financial relationships, and regulatory compliance procedures
- Gather financial documents related to investigations
- Create and maintain logs, records, or databases of information about fraudulent activity
- Supply quality control data necessary for regulatory submissions

Wing Coop, LLC

Manager

June 2012 - December 2018

- Keep records required by government agencies regarding sanitation or food subsidies
- Investigate and resolve complaints regarding food quality, service, or accommodations
- Maintain food and equipment inventories, and keep inventory records
- Schedule and receive food and beverage deliveries, checking delivery contents to verify product quality and quantity
- Count money and make bank deposits
- Establish standards for personnel performance and customer service
- Perform some food preparation or service tasks, such as cooking, clearing tables, and serving food and drinks when necessary
- Schedule staff hours and assign duties
- Arrange for equipment maintenance and repairs, and coordinate a variety of services, such as waste removal and pest control
- Review menus and analyze recipes to determine labor and overhead costs, and assign prices to menu items
- Review work procedures and operational problems to determine ways to improve service, performance, or safety
- Resolve personnel problems, hire new staff, and evaluate employee performance

SKILLS

- Clerical skills
- Computer skills and typing
- Customer service, management, and training
- Data analysis and data entry
- Intermediate to advanced proficiency in HTML, Microsoft Office products, SQL, Squarespace, and WordPress
- Organizational skills
- Problem Solving
- Self-management
- Teamwork