

Julia Martinez

Los Angeles, CA 90007

310-243-3625

CareerCenter@csudh.edu

Education:

Bachelor of Science, Business Administration

May 2017

Concentration: Management & Human Resources

California State University, Dominguez Hills, Carson, CA

Associate in Science Business Management

May 2014

El Camino College, Torrance, CA

Relevant Coursework:

Financial Accounting, Management Theory, Employment Communications, Operations Management

Honors & Awards:

California State University Dominguez Hills Presidential Scholarship

California State University Dominguez Hills Dean's List

Fall 2015

Experience:

Intern, Department of Human Resources: County of Los Angeles September 2016 – Present

- Assist HR department in design, build, and implementation of new County University Program that trains all county employees
- Build relationships between colleges/universities and the L.A. County HR Department in order to inform students of internship opportunities
- Construct communication materials to market and inform employees about program
- Conduct research and build databases to be used as foundation for training materials

Student Assistant, CSU Dominguez Hills Career Center, Carson, CA July 2015 – June 2016

- Greeted students, faculty, and visitors and provided with information on center services
- Managed appointment calendar for 5 career counselors
- Performed data analysis to determine trends in event attendance and student demands

Host, The Olive Garden, Los Angeles, CA November 2013 – December 2014

- Greeted guests and sat them according to their preferences and server rotation sequence
- Trained new hosts on company standards and sequence of service
- Awarded employee of the month for excellent customer service and teamwork

Sandwich Artist, Subway, Los Angeles, CA June 2013 – November 2013

- Greeted customers and offered recommendations to meet their needs
- Performed end of shift audit of transactions to ensure accurate cash drawer balances
- Cleaned and sanitized food preparation areas in accordance with state health board regulations

Skills:

- Oral and Written Spanish
- Microsoft Office Suite: Word, Excel, Outlook, PowerPoint
- Grad Leaders Database
- Prezi Presentation Software
- Facebook, Twitter, Instagram, LinkedIn