

Amaya Martínez

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EDUCATION

UNC CHARLOTTE, Charlotte, NC Spring 20XX
BACHELOR OF ARTS IN COMMUNICATION STUDIES, Mass Media Concentration
Relevant Coursework: Media & the Law, Comm. and Mass Media, Black Images in the Media in the U.S.

EXPERIENCE

HIGHLIGHTS MEDIA CO., Charlotte, NC May 20XX – Present
Promotion Intern

- Configured and operated the Polycom Multipoint Conferencing Unit (MCU) Network Bridge for video teleconferencing
- Uploaded and maintained videos on company website and the company's YouTube channel
- Answered phone calls from potential clients and directed to appropriate department

ALL MEANS CONSULTING, Charlotte, NC February 20XX – October 20XX
Desk Assistant

- Filed documents using a predetermined organization system to maintain consistent records
- Utilized Microsoft Excel to enter customer satisfaction data
- Created Facebook events and invited interested parties to increase company exposure

SPECTRUM, Charlotte, NC August 20XX – August 20XX
Service Technician

- Recorded 600+ hours by helping over 35 customers per shift to identify and rectify service issues
- Utilized knowledge of broadband frequencies and data streaming to inform customers
- Practiced good communication with customers to ensure they all had a positive experience

STUDENT ORGANIZATIONS

AMATEUR RADIO CLUB, UNC Charlotte Fall 20XX – Present
Vice President of Social Media

- Educated 10+ amateur radio operators on licensure process using creative programming
- Managed Instagram, Tik Tok, Twitter and Snapchat accounts with a following of 2000+ to
- Disseminated to the local community important emergency communications

GIRL TREK, UNC Charlotte Spring 20XX – Present
Member

- Volunteered at a walking campaign to engage patients in health activity at Cabarrus Victims Assistance Network
- Practiced positive health activities including group exercise with fellow women students of UNCC

SKILLS

LANGUAGE: Spanish (Native), English (Fluent), French (Intermediate)

TECHNICAL: Microsoft Word, Excel & PowerPoint, Polycom Multipoint Conferencing Unit