

Cristina Martin

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Tallahassee, FL 32304

Cell: (850) 519-3350

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Objective:

- Honors student with over 3 years of customer service experience. Part time student who is seeking an entry level position for an opportunity to utilize my skills that I've acquired throughout my work history to solve problems effectively and efficiently.

Education

- **Lincoln High School** Tallahassee, FL (graduated May 2017)
GPA: 3.5
- **Tallahassee Community College** Tallahassee, FL (August 2017 to Present)

Skills

- Fluent in English and Spanish.
- Exceptional listener and communicator who effectively conveys information verbally and in writing.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple projects.
- Innovative problem-solver who can generate workable solutions and resolve complaints.
- Resourceful team player who excels at building trusting relationships with customers and colleagues.
- CPR certified.

Experience

- **DT's Garage** (2012 to 2016)

Job title: secretary, part-time

Duties: Handles incoming calls or inquiries for prospective customers or clients. Assists customers effectively by solving customer disputes. Provides customer additional

information or explains services. Tactfully handles confrontational or stressful interactions with the public. Completes supporting paperwork and data entry as required.

- **City of Tallahassee** (June 2016 to May 2017)
Job title: lifeguard, part-time
Duties: Customer service, checking chemicals, CPR certified, checking/ cleaning restrooms, keeping pool deck organized.
- **Jason's Deli** (September 2016 to November 2016)
Job title: cashier, part-time
Duties: cleaning, ringing up customers, customer service.
- **Carr Allison** (December 2017 to present)
Job title: Courier, part-time
Duties: Clerical tasks such as making copies of documents, distributing mail among other legal staff, cleaning, stocking the kitchen area, mailing letters and answering the phone.

Honors/Memberships/Volunteer:

- **Member**, Lincoln Swimming & Diving Team, Tallahassee, Fl (August 2015 to November 2015)
- **Volunteer**, St. Louis Catholic Church, Tallahassee, Fl (2009 to 2014)
- **Volunteer**, Special Olympics, Wakulla High

References:

- **Eloy Martin** Cell (850) 895-7360
- **Daniel Norwood** Cell (850) 544-6409
- **Jose Morales** Cell (850) 509-5065
- **Tammy Webb** Cell (850) 556-2510