

# Sarah Nicole Martinez

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## **EDUCATION:**

### **Washington State University Vancouver**

Bachelor of Arts in Business Administration, Major in Marketing, Minor in Digital Technology and Culture, expected May 2021

### **University of the Nations, Brisbane, Australia**

Diploma in Christian Missions Leadership, November 2016

## **CERTIFICATIONS:**

Certificate in Training and Assessment, November 2015

## **WORK EXPERIENCE:**

### **Student Ambassador** June 2018 - Current

*Washington State University Vancouver*

- Held office hours on a weekly basis working with Microsoft Word, Outlook and Excel.
- Assisted administration staff with on/ off campus outreach to local high-schools.
- Helped facilitate new student orientations and preview days for the University.

### **Director of Leadership Development** June 2018 – Current

*Washington State University Vancouver- Associated Students of WSUV*

- Organize and lead monthly student government meetings to develop skills of students in the organization.
- Mediate and facilitate conflict resolution strategies as the need arises.
- Co-facilitate the Cougar Leadership Program to grow and develop leadership strengths and others; including public speaking on various leadership topics, hosting activities and planning events.
- Communicate and manage itemized expenditures of the Leadership Development budget.

### **Barista** February 2018 – August 2018

*Thatcher's Coffee, Vancouver, WA*

- Worked alongside other employees to provide exceptional service to customers.
- Developed awareness of customers' needs and cleanliness of the café and could respond accordingly during busy periods of service.

### **Student Development Staff/Missionary** August 2014 – July 2017

*Youth With A Mission (YWAM) Australia, Malaysia, Indonesia, Peru and Czech Republic*

#### **Event Planning:**

- Coordinated to provide a clean, welcoming environment for speakers, conference and graduations.
- Worked alongside a team setting up/tearing down events.
- Assisted with planning and logistics for events and meetings.
- Excellent communication skills with experience in public speaking to small and large groups.

#### **Administrative Assistant:**

- Assisted in the coordination/organization of schedules and meetings for staff.
- Answered and directed phone calls and other various receptionist tasks.
- Provided exceptional customer service to all customers/suppliers.
- Managed daily flow including walk-in and urgent needs on the center.

#### **Student Coordinator:**

- Maintained confidentiality, provided accurate information and responded in a timely and calm manner during difficult and high-stress scenarios.
- Mentored students: Set and reviewed student goals; identified areas of strength and areas of growth; reviewed grades, attendance and credits; built positive strengths-based relationships with students.
- Arranged travel and budget logistics for travel to various countries for groups of 6-12.
- Documented and maintained workshop curriculum, plans, materials and feedback for future use.