

Maxine Martinez

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EDUCATION

Florida State University | Cumulative GPA 3.85 | Tallahassee, FL

May 2025

Bachelor of Arts: Editing/Writing/Media

Bachelor of Arts: Public Relations

Awards: Dean's List Fall 2022, President's List Spring 2022, Dean's List Fall 2021

WORK EXPERIENCE

Florida State University | *Manager-in-Training* | Tallahassee, FL

January 2022 - Current

- Assist with a weekly average of 20 event set-ups, including audio/visual equipment, allowing school officials and members to hold meetings, conferences, and celebrations.
- Selected from over 85 staff members to be promoted to 1 of 15 managers after only 3 months on staff because of efficiency, willingness to learn, positive attitude, and taking on a leadership role when working with other staff members

Florida State University | *Information Assistant & Writer* | Tallahassee, FL

September 2022 - December 2022

- Designed social media posts, flyers, and PowerPoint to extend outreach.
- Developed outreach ideas including a "coffee and conversation" day where teachers and students could visit FSU-Teach's office, get to know one another, and learn more about the program
- Challenged to become familiar with a new department and administrators outside of majors; learned the importance of research and networking.

Alpha Gymnastics | *Coach* | Pembroke Pines, FL

June 2022 - July 2022

- Responsible for the safety and engagement of a group of 10+ students
- Developed new training techniques and stations to help in skill progression
- Maintained a welcoming yet authoritative role over students
- Resolved issues among students

LEADERSHIP & PROFESSIONAL DEVELOPMENT

Management Leadership for Tomorrow | *Career Prep Fellow*

October 2022 - Present

- Selected for an 18-month leadership professional development program
- Expected to gain both general leadership skills and specific industry skills related to consulting

The CHAT Newspaper Publication | *Co-Editor in Chief* | Pembroke Pines, FL

April 2020 - March 2021

- Managed a newspaper consisting of 9 section editors and 13 staff writers
- Updated website's design and content weekly
- Authorized publication for all content and design elements
- Developed relationships with other club and organization heads, as well as administration
- Assisted in assigning section editor positions
- Problem-solved marketing and engagement issues by implementing new creative techniques (ex: podcasts, polls)

The CHAT Newspaper Publication | *Features Editor* | Pembroke Pines, FL

April 2019- March 2020

- Compiled a bi-weekly budget of engaging content using personally developed ideas and staff suggestions, which served as a guideline for staff members to remember what stories were to be published in the coming weeks.
- Oversaw staff writers as they worked on articles and provided feedback and suggestions
- Collaborated with other section editors to ensure originality and accountability, thus allowing me to gain team working skills as well as how to
- Edited all feature stories and ensured they were accurate, relevant, and interesting

The CHAT Newspaper Publication | *Business Manager* | Pembroke Pines, FL

April 2018 - March 2019

- Cultivated money-management skills by being accountable for over \$2000 and was consulted in decisions regarding how to spend the funds properly.
- Ensured that a staff of over 20 people all reached their advertising deadline and submitted \$100 worth of advertisements or funds.
- Learned how to properly balance a checkbook and ensure that all paper receipts were orderly filed.
- Aided social media editors in promotional designs and other fundraising tactics

AFFILIATIONS & SKILLS

Technology: Proficient in MS Office Suite, Google Office Suite, Canva, and iMovie

Languages: English (native) and Spanish (Limited Working Proficiency)

Interests: Reading, writing, running, travel, art.