
DARBY MARTINEZ

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PROFESSIONAL SUMMARY

Creative and driven journalist looking to get a footing in the newsroom. Offering skills in video production, image editing, writing, Spanish language content, and administrative work. Motivated to learn, grow, and excel as a reporter.

WORK HISTORY

Community Outreach and Research Translation Intern, 06/2020 to 08/2020

Columbia Center for Children's Environmental Health – New York, NY

- Designed images, icons, and content for the organization's online presence.
- Established and maintained the organization's social media presence.
- Designed, implemented, and monitored web pages, plugins and functionality for continuous improvement.

Bookkeeping Assistant, 03/2018 to 08/2020

Cardinal Litigation – New York, NY

- Prepared written materials and electronic financial data to document activities.
- Sorted financial documents and posted receipts and payments.
- Filed invoices with processed checks to maintain an orderly accounting filing system.
- Prepared and mailed account statements to vendors.

Student Worker, 08/2019 to 03/2020

Campus Events at the College of Mount Saint Vincent – New York, NY

- Facilitating event set up and take down, arranging a room depending on the needs/requests of a group to ensure successful events.
- Kept storage areas organized, clean, and secure to protect company assets.

EDUCATION

Bachelor of Arts: Communication, Spanish

College Of Mount Saint Vincent - Riverdale, NY

GPA: 3.25

Study Abroad: Latin American Studies, Spanish

Universidad De Belgrano - Buenos Aires

Course work included Latin American Literature and tutoring of underprivileged kids in poor neighborhoods.

HIGHLIGHTS

- Markdown language.
- Photoshop
- Illustrator
- Microsoft Office
- Final Cut Pro

ADDITIONAL INFORMATION

- Interests: Journalism, graphic design, interior design, youtube content creation, and video games.