

# Martha Washington

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## Overview of Qualifications

- ☑ Self-motivated individual with strong commitment to creating positive social change and developing expertise within the field of Communication Management.
- ☑ Expert at all aspects of providing comprehensive administrative assistance to support organization's operations.
- ☑ Experienced in awareness-rising programs implementation and media relations.
- ☑ Effective in information management with strong writing and analytical skills.
- ☑ Fluent in English and Spanish.
- ☑ Versatile and proactive problem solver with demonstrated abilities of resolving challenges in an effective and timely manner.
- ☑ Highly adaptable to ever changing circumstances when engaging any project business plans within a fast-paced and demanding environment.

## PROFESSIONAL EXPERIENCE

### [Name of the Organization]

Volunteer • [Dates]

- Analyzed and researched community social problems.
- Assisted with the development and implementation of programs to promote awareness on the drug use among the youth within local community.
- Assisted with the development of brochures and promotional materials of the programs.
- Managed media contact lists and drafted newsletters.
- Answered phone calls and emails; prepared correspondence.
- Provided administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions.
- Resolved administrative problems by analyzing data and identifying solutions.

## EDUCATION & TRAINING

### [Name of the Educational Establishment]

- Bachelor of Science in Criminal Justice
- Concentration in Crime Scene
- GPA 3.55

## SKILLS

- Microsoft Office Suite Proficiency
- Communication Skills
- Organizational Leadership
- Multi-Tasking
- Team Orientation
- Analytical Thinking
- Decision Making
- Time Management

## REFERENCES

Available Upon Request.