

Samantha Martino

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OBJECTIVE:

To obtain a position where I can utilize past experience working in an office environment, while leveraging my education in communication studies and commerce to provide efficient supportive services within human resources.

SKILLS:

- Excellent organization, communication, and planning skills
- Efficient administrative support
- Well-versed telephone skills and professional representative demeanor

WORK HISTORY:

Miami University

Sept. 2018 - present

Student Worker (Switchboard/Mailroom)

- Interacted with campus visitors professionally by phone, email, or in-person to provide information and direct to desired staff members.
- Helped with administrative support, including managing incoming calls, coordinating files and sorting/delivering mail.
- Managed 3-line switchboard system for busy university campuses.

Animal Friends Humane Society

Sept. 2020 - Nov. 2020

Animal Shelter Volunteer

- Cared for animals through socialization by taking dogs for walks, supervising playtime, and interacting with cats.
- Monitored animals for signs of disease, illness, or injury and communicated concerns to shelter staff.
- Collected animal waste produced on walks and discarded in trash, or provided to animal health supervisors for examination.

EDUCATION:

Miami University

Bachelor of Applied Science, Major in Comm. Studies, Minor in Commerce

Anticipated Graduation: May 2022

- GPA: 3.87
- Dean's List (2018/2019)
- President's List (2020/2021)

RELEVANT COURSEWORK:

- Workplace Writing: EGS 215
- Personal Organizational Skill: CMR 301
- Financial Info for Managers: CMR 302
- Adv Interpersonal Comm.: STC 336
- Intro to Organization Comm.: STC 339
- Comm. in Conflict Mgt.: APC 428
- Leadership Decision Skills: CMR 401
- Intercultural Comm.: STC 436