

ALLIE MARTIN

alliemartin@gmail.com | (352) 538-8409 | Gainesville, FL 32603

Summary

- Knowledgeable in customer service, conflict resolution, and decision making
- Strong organizational and communication skills
- Works well with others
- Driven, dependable, and punctual
- Available for part-time positions

Skills

- Active listener and responsible
- Friendly customer service
- Focused and efficient
- Trained in Canva graphic design software
- Creative and energetic
- Fast learner
- Proficient in Microsoft Word, Excel, Outlook, and related Microsoft Office software

Experience

Host/Server | Teatime Tranquility & Treasures - Alachua, FL | 03/2023-Current

- Organize silverware and china sets
- Greet customers, make and serve tea
- Wash dishes
- Host weddings, birthdays and baby showers

Receptionist | Florida Skin Cancer & Dermatology Specialists, PA - Gainesville, FL | 12/2023-05/2024

- Check-in and out patients, took co-pays and payments
- Handled office mail, phone calls and referrals
- Created and maintained digital patient records

Social Media Intern | Greater Gainesville Chamber of Commerce - Gainesville, FL | 06/2023-12/2023

- Promoted the Chamber with newsletters, flyers, and social media posts
- Organized and planned community events
- Oversaw new Chamber memberships and involvement

Child Advocacy Intern | Peaceful Paths - Gainesville, FL | 06/2022-08/2022

- Met intake victims with a professional approach and provided friendly care
- Answered telephones and directed calls to appropriate staff members
- Helped with pop-up events and fundraisers
- Regulated children's schedules to balance rest, learning and play

Education and Training

Associates of Arts Degree | Santa Fe College | Gainesville, FL | 08/2024

- Bachelor of Arts in Public Relations at The University of Florida | Present
- High School Dual Enrollment Program at Santa Fe College | 08/2021- 04/2023

References

Dr. Robert Skidmore, MD | Florida Skin Cancer & Dermatology, PA. Dermatologist, MD | (352) 371-7546

Julianne Raymond-Flinchum | Greater Gainesville Chamber of Commerce Manager | (352) 727-8265

Louis Blair | Teatime Tranquility & Treasures Manager | (352) 425-7449