



HALEY MARTINEZ

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PUBLICATIONS

<https://haleymartinez21.journoportfolio.com>

<https://haleymartinezstudentblog.wordpress.com>

PROFESSIONAL SUMMARY

A hard working, extremely responsible individual and is well qualified for the position. Capable of climbing to higher positions and shows great initiative. An established reporter who works well with others and is willing to try new things.

SKILLS

- Strong communication abilities
- Teamwork
- Time management
- Outstanding people skills
- Writing and editing
- Presentation skills

EXPERIENCE

Busser/host | Islands Restaurant Pasadena | Pasadena, CA

June 2013 - Current

- Assisted clients in understanding their available options and helped them select the right service plans for their needs.
- Acknowledged customer issues and resolved their problems quickly and efficiently.
- Effectively communicated with other employees and upper management to ensure complete care of customers.
- Evaluated the customers' needs and provided service options to meet their requirements.
- Followed up with customers ensuring their satisfaction with their purchases.
- Greeted customers and offered them assistance where possible.
- Informed customers about current promotions and sales, encouraging them to take advantage.

Staff Writer | Daily 49er | Long Beach, CA

Current

- Contributed news, editorials, features, and exposes while consistently meeting hard deadlines.
- Covered diverse topics, including [list of topics such as news, sports, lifestyle, business, and travel] as a general assignment reporter.

- Formatted and structured content to appeal to target audiences.
- Operated cameras to record live events, news and television broadcasts.
- Scheduled, prepared and conducted interviews.

Staff Writer | Citrus College Clarion | Glendora, CA

February 2017 - June 2017

- Contributed news, editorials, features, and exposes while consistently meeting hard deadlines.
- Formatted and structured content to appeal to target audiences.
- Operated cameras to record live events, news and television broadcasts.
- Scheduled, prepared and conducted interviews.
- Collaborated with stakeholders and leadership on important decisions regarding editing and production.
- Covered diverse topics, including [list of topics such as news, sports, lifestyle, business, and travel] as a general assignment reporter.

EDUCATION

Bachelors Degree

May 2019

Cal State Long Beach - Undergraduate, Long Beach, CA

Associates Degree

June 2017

Citrus College, Glendora, CA

Diploma

June 2013

Monrovia High School, Citrus Community College, Monrovia, CA

INTERESTS

- Sports
- Football
- Writing
- Editing
- Blogging
- Interviewing
- Public Speaking