

Elena Martinez

C: (775) 720-7967-elenamd19@gmail.com

Professional Summary

A self-directed and motivated individual with experience in the Business Industry, Information Systems, and Customer Service sectors. Strong interpersonal and leadership skills, with positive working relationships. Thrives in new challenges, fast learner, teamplayer, and easily to adapt. Written and verbal fluency in English and Spanish.

Relevant Experience

Barton Health **05-2018 to Present**

PC Support Specialist

S. Lake Tahoe, CA

- Provide technical support to users in the organization, evaluate customers inquiries, and evaluate computer network problems.
- Provide On-call support for the organization
- Engage in IT Project Management

Edgewood Companies

04/2017 to 03/2018

Accounting Specialist

S. Lake Tahoe, CA

- Responsible for processing daily cash deposits for all revenue centers.
- Responsible for maintaining and recording all cash within the hotel and golf course, including petty cash, checks, due backs, and house banks daily.
- Reconcile Gift Cards.
- Balance and prepare cash over/short reports each day for all revenue centers.
- Audit house banks monthly and report to the Hotel Controller.
- Resolve any guest complaints, ensuring guest satisfaction.

United Finance Co.

01/2007 to 12/2016

Assistant Manager/Loan Officer

Carson City, NV

- Responsible for all branch collections and legal activities.
- Assisted with audit preparation and provided clerical support to branch staff.
- Closing new loans and purchasing new auto contracts as needed.
- Processed DMV paperwork.

Certifications & Education

- Licensed in Life, Health, Property, and Casualty insurance in the State of Nevada
- San Jose State University - expected graduation Summer 2022/GPA- 3.66