

# Martin Wilson

155 Boston Ave. San Jose, C.A. 95101 • (310) 349-9038 • Mawilson022@gmail.com

## Statement of Intent:

I'm looking for an entry level position in customer service, research and /or program management in the non-profit/private sector while pursuing an M.A. in Applied Anthropology at San Jose State University. I've been recognized by fellow team members and supervisors as an energetic worker, whose creativity and passion prove essential to the fulfillment of workplace objectives.

Skills:	Software:
<ul style="list-style-type: none"><li>-Multi-Tasking</li><li>-Detail Orientated</li><li>-Computer/Software Literate</li><li>-Data Analysis (Qualitative/Quantitative)</li><li>-Communication, Flexibility</li><li>-Coordination, Decision Making</li><li>-Bilingual (Spanish) – Reading &amp; Writing</li><li>-Critical Thinking</li></ul>	<ul style="list-style-type: none"><li>-Microsoft Word, Excel, Outlook, and Publisher</li><li>-Nvivo 10, SBSS</li><li>-Photoshop</li><li>-Adobe Acrobat &amp; Premiere</li><li>-Google Docs. Suite</li><li>-Skype, WebEX</li><li>-Audacity</li><li>-Wordpress&amp; Charlotte Content Management</li></ul>

## Education:

### California State University Monterey Bay, Seaside, CA.

- B.A. Social Behavioral Sciences, 2013. 3.7 GPA & Deans List for 2009 – 2013.
- Served as Social Behavioral Sciences Teachers Assistant from 2011-2013 – (SBS 339, 350, 300/L, 400).
- *Al Alcordanza* – First Ethnographic Research Summer School in the Province of León, Spain. June, 2012.

## Work Experience:

### Student Assistant.CSUMB Social Behavioral Sciences. Seaside, CA. Dec.2012 – 2014.

- Provided administrative support with event organization and function through the generation of promotional graphics and flyers, scheduling, and info. Management for department functions during NAHM, Capstone Festival and special lecture series.
- Assisted with academic record filing and CMS-SQL data management
- Advised over 68 transfer and native students on curriculum, course selection and program composition.
- Lent my technical expertise in the development and implementation of Google Docs. Based Individual Learning Plan.

### Proofreader.County of Monterey:Elections. Salinas, CA. March 2014 – April 2014.

- Proofed June 3<sup>rd</sup>, 2014 Voter Guide. Included 14 candidate statements, 19 ballot types and voting instructions.
- Performed minor copy-editing of in-house instructional materials when appropriate.

## Miscellaneous Experience:

- *Intern for The 14<sup>th</sup> Colony* – Native Californians, Missions, Presidios, and Colonists on the Spanish Frontier, 1769-1848. 2012-2013. Seaside, C.A.
- *Co-founder of Bronies for Good*. Voluntary altruistic association. 2011 – 2014. Seaside, C.A.
- *Programming, Charity and Sponsorship Liaison* – Bay Area Brony Spectacular, BronyCon. Burlingame, C.A.

\*References available upon request.