

Current Undergraduate Student with Some Experience

Martha A. Dickey

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Education

Bachelor of Science in Social Science – Expected August 2016
Portland State University, Portland, Oregon – 3.7 GPA

Related Projects

- Intercultural Communication: Compared school experiences of first generation middle school students from immigrant families (Laos, Vietnam, and Hmong).
- Minorities: Researched outcomes of students who participated in Oregon “I have a Dream” foundation programs.

Related Experience

Caregiver and Mentor, Community Care, Eugene, OR (April 2015 – June 2015)

- Organized neighborhood activities, games, sports, and art projects.
- Created a safe play space for children from a low-income complex.
- Administered care to children with health issues such as lice, scrapes, and splinters.

Camp Counselor and Mentor, Camp Harlow, Eugene, OR (Summers 2013 – 2015)

- Instructed and encouraged children in various activities such as art, music, sports, reading, and team building.
- Supervised 30 campers ranging in age from 6 to 12 years old.
- Maintained a positive rapport with campers, their parents, and fellow counselors.

Additional Experience

Hospitality Coordinator, Rock Bottom Restaurant, Portland, OR (May 2013 – Present)

- Effectively organize dinners and events, while promoting a congenial atmosphere for both the clientele and staff.
- Assess and effectively meet client needs by providing excellent customer service.
- Utilize company software and accounting tools daily to effectively track operations.
- Train and mentor an average of 20 new employees annually.

Project Assistant, H & P Properties, West Linn, OR (August 2011 – January 2013)

- Exceeded company goals by creating and implementing efficient construction project.
- Quickly learned building skills to reconstruct homes and landscape 15 properties.

Customer Care, Allstate Insurance, Eugene, OR (September 2010 – March 2011)

- Prepared materials for both clients and insurance agents.
- Developed skills such as typing, computer applications, and operating office machinery.
- Collaborated with co-workers and support staff to correctly address client issues concerning insurance practices and procedures to provide quality customer service.