

# **Guillermina Martinez**

5201 Slay Drive, The Colony, TX 75056|(214) 436-9227|guillerminamartinez@my.unt.edu

**Objective** Obtain an entry level position in medical assisting and serve as an ER Scribe at Children's Medical Center.

**Education** **University of North Texas, Denton, Texas**  
Bachelor of Arts in Biology  
Minor in Chemistry  
Expected graduation: May 2016  
GPA: 3.2/4.0

**Work Experience** **Ross Dress for Less, Frisco, Texas (06/2013-10/2013)**  
**Retail Associate**

- Performed responsibilities as a cashier and front-end supervisor

### **Front-end supervisor**

- Led a team of cashiers in daily transactions
- Worked and assisted customers at the store to ensure their satisfaction

### **Cashier**

- Performed customer transactions
- Processed customer returns
- Performed sales floor recovery by reorganizing every product in the store after closing the store to customers.

**Skills** Bilingual: fluent in English and Spanish  
Microsoft Word and PowerPoint  
CPR certified