



SARA G. MARTINEZ
Assistant Project
Manager

Years of Experience: 13

Years with Firm: <1

City of Residence:
Edinburg, Texas

EDUCATION

Bellevue University,
Bachelor of Science,
Management, 2004

**Community College of
the Air Force,** Associate's
Degree, Information
Management, 2003

With a background as a United States Air Force veteran with more than 13 years as information, administrative and project coordination experience, Sara Martinez understands what it takes to keep a job on track. Her administrative experience includes organization, prioritization and time-management skills gained across a variety of demanding roles. Sara is self-motivated with a positive attitude ensuring results are delivered against challenging time constraints.

RELEVANT PROJECT EXPERIENCE

PBK Architects, Inc. - McAllen, Texas

Administrative Assistant (2012 – 2016)

Served as the McAllen office's administrative single point of contact. Developed an understanding of the design and construction process, including Contract documents, change orders and project manual specifications.

C2 GPS / Workforce Solutions –Mission, Texas

Administrative Assistant (2010 – 2012)

Maintained personnel files, tracked quarterly budgets, calculated performance reports using The Workforce Information System of Texas (TWIST) database and ran quality assurance reviews. Trained new employees and assisted employees who were unfamiliar with software programs.

C2 GPS / Workforce Solutions - McAllen, Texas

STEM Coordinator – Temporary Position (2011 - 2012)

Served as a liaison to interested customers in receiving educational and work experience in the industries of construction/manufacturing and was accountable for strengthening partnerships along with aligning STEM education and training resources from a variety of funding sources and/or entities.

L.I.F.E. HCS Program - McAllen, Texas

Administrative Assistant (2009 - 2010)

Tasks included human resources, billing, payroll, inventory control, accounting/spending reports, composing letters for distribution in both English and Spanish.

United States Attorney's Office, MCALLEN, Texas

Legal Secretary (2008 - 2009)

Provided a variety of administrative support for two U.S. Attorneys along with the U.S. Attorney's Office.

United States Air Force, OFFUTT A.F.B., Nebraska

Information Management Journeyman (1999 - 2004)

Five years of progressive administrative responsibilities supporting military commanders, commissioned officers and enlisted personnel of all ranks and of all military branches. I performed, supervised, and managed a variety of communications and information tasks, activities and duties