

Carlos Martinez Jr.

EXPERIENCE

The Walt Disney Company, Anaheim, CA

Park Banquets, Maintenance Coordinator

August 2024-Present

- Oversee maintenance within the Park Banquets department
- Manage day-to-day activities such as conducting safety walks around the building and creating daily tasks
- Communicate with other departments and teams with equipment loan requests and other inquiries
- Provide administrative support for Banquets team

Order/Grill Cook and General Food Prep

March 2018- Present

- Maintained a thorough understanding of various allergies and ensured the preparation of allergen-free dishes.
- Worked collaboratively with kitchen staff to streamline order processing and maintain efficient workflow.
- Executed food preparation tasks, including chopping, slicing, dicing, and marinating ingredients, following standardized recipes.

Working Lead, Bussing

May 2018- Present

- Coordinated and organized duties and expectations of team during the operating day
- Liaised between executives and entry-level workers, facilitating smooth communication and successfully achieving excellent guest service.
- Assisted with administrative work such as revising daily schedules and operating notes
- Participated in business improvement groups to capture information and feedback for topic delivery and training mandates

Custodial Busser/ Steward

April 2015-Present

- Efficiently cleared and reset tables in a timely manner to ensure smooth turnover.

Contact

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Website and Portfolio

<https://carlsjrmtz.wixsite.com/website>



Education

**California State University,
Dominguez Hills, Carson, CA**
Bachelor of Arts-Journalism

August 2018- May 2021

**Cerritos College, Norwalk,
CA** *Associate of Arts-Journalism*

August 2014- May 2018

- Operated dishwashing equipment to clean and sanitize dishes, utensils, and kitchen equipment.
- Communicated effectively with kitchen and restaurant staff to address operational needs.

TheSocialTalks, Remote — *Editorial Intern*

April 2023 - July 2023

- Edited and reviewed articles that focused on news, social issues, geopolitics and contemporary topics
- Trained news reporters on how to select news for existing readership and aiming towards gaining new readers
- Wrote weekly editorials and other articles
- Evaluating all news for authenticity and checking with sources to ensure correctness of published articles to avoid conflicts

Arcaxon, Remote — *Social Media Coordinator*

March 2018 - November 2022

- Created social media content with consistent content and tone
- Partnered with graphic designers and digital artists creating content and promoting ad campaigns
- Created informative and entertaining posts for client's Twitter, Patreon, Website, and social platforms such as Discord
- Edited and created content using programs such as Adobe Premiere Pro, InDesign, and Procreate

CSUDH The Bulletin, Carson, CA — *Web Editor, Staff Writer*

August 2020 - May 2021

- Wrote and submitted accurate, engaging and fact-checked stories
- Reviewed articles for grammar, spelling, punctuation, accuracy and compliance with quality standards
- Communicated directly with reporters to assess stories and improve quality of work
- Conducted thorough research on assignments for interviews
- Organized layout of online articles with multimedia elements

News4usonline, Bellflower — *Intern Writer*

February 2021 - May 2021

- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content
- Completed research, compiled data, updated spreadsheets and produced timely reports
- Assisted in curating content and promoting online articles for social media sites
- Assisted with coordinating and live-blogging entertainment news and events

Skills

- Dedicated with a strong willingness to learn
- Pitch, write, copyedit, and create multimedia elements
- Critical thinker and able to adapt into different work environments with ease
- Great communication skills
- Associated Press (AP) Style
- Fact Checking
- Source Identification
- Social Media Content Writing

Software

- Adobe Creative Cloud: Premiere Pro, InDesign, Illustrator, Audition, and Photoshop
- Audacity, SBS, twitch, Picarto, Facebook and Instagram Live
- Clip Studio Art, Procreate, Paint Tool Sai, Krita, GIMP, and Autodesk
- Google Suite and Microsoft Office 365
- Tweetdeck, Wordpress, Camayak, CMS, Wix, and Zoom

Languages

English, Spanish

Talon Marks, Norwalk, CA — *College Life Editor, Staff Writer*

August 2017 - June 2018

- Investigated important campus issues and put together well-received reports focusing on campus news, opinion, and feature articles
- Assisted with copy editing and revising articles that ran on both print and online.
- Contributed with layout design on print pages using Adobe Indesign
- Disseminated news content through social media for better engagement with audiences and faster reporting.

