

C A R M E N M A R T I N E Z

EXPERIENCE

Solid background in all office procedures including: supervising, training and hiring personnel; developing operating procedures; budget management and assisting in budget preparation; composing, preparing and processing correspondence. Computer knowledge: Word, WordPerfect, Excel, and PowerPoint. Other expertise: shorthand, dictaphone, typing (70+ wpm).

RECENT EMPLOYMENT

3/2004 - Present -- Sociology Research Center (Sr. Administrative Assistant)

- Responsible for coordinating all functions related to publications and grants, for making arrangements for special events, coordinating and compiling reports, preparation of manuscripts and presentations, establishing priorities, preparing correspondence, making travel arrangements, preparing expense reimbursements and for all other administrative functions of the Health Economics Research Group.

9/2002-2/2004 -- Department of Epidemiology and Public Health (A03)

- Responsible for coordinating the functions of the Human Resources Unit relating to the faculty of the Department, including faculty compensation, entering data in the DHRS system, preparing and compiling all material for the Promotions and Tenure Committee, preparation of offer letters, forms for new hires, leave of absences, etc. Work closely with the financial office of the Department regarding faculty compensation.

1/97-8/2002 -- Health Services Research Center,
Department of Epidemiology and Public Health (A03)
Staff Associate

- Responsible for coordinating the functions of research grants; preparing progress reports, editing manuscripts, conducting literature searches, composing and preparing correspondence, organizing staff publications, presentations, reports and manuscripts, and other miscellaneous clerical tasks.

2/84-6/96 -- Department of Biochemistry & Molecular Biology (A01)
Editorial Assistant

- Responsible for all administrative duties related to the publication of two scientific journals, including supervising and training staff; composing, preparing and processing routine correspondence; managing a \$139,000 budget. Preparing and organizing camera-ready manuscripts, indexing, proofreading, and other tasks related to book publishing; attended meetings and assisted with minutes preparation, handled travel and meeting arrangements; assisted in the manning and setup of exhibits at scientific meetings; organized, prepared, and processed documentation for all meetings and any travel related to the journals.

EDUCATION

- Havana Business University, Havana, Cuba, Business School
- Havana Business Academy, Havana, Cuba, High School.