**Izaak Martinez**
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### ****Objective****

Motivated undergraduate student pursuing a bachelor’s degree in communications with a minor in Political Science at the University of New Mexico. Eager to leverage strong communication skills, legal knowledge, and work ethic as a Legal Assistant Intern. Aiming to gain practical experience in legal processes while preparing for future law studies.

### ****Education****

**University of New Mexico (UNM)** – Albuquerque, NM
**Bachelor of Arts in Communications**, Minor in Political Science
Expected Graduation: May 2025

**Ottawa University** – Ottawa, AZ
Freshman Year Completed

**Santa Fe High School** – Santa Fe, NM
High School Diploma, 2021

### ****Summary of Qualifications****

* Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
* Strong multitasking skills with excellent communication and customer service abilities
* Highly organized and detail-oriented, committed to efficiency and accuracy.
* Demonstrated ability to take initiative and work proactively in fast-paced environments.
* Experience with legal research, client communication, and administrative support.

### ****Experience****

**Walsh Gallegos Kyle Robinson & Roalson P.C.** – Albuquerque, NM
Law/Office Clerk | May 2024 – Present

* Assist in closing legal files and managing case documentation.
* Support legal research to assist attorneys in case preparation.
* Answer phones and route calls to the appropriate attorneys.
* Handle international calls, providing customer support and information.

**Black Angus** – Albuquerque, NM
Host | December 2023 – June 2024

* Greet guests and ensure a welcoming dining experience.
* Manage seating assignments, balancing server workload and seating capacity.
* Answer guest questions about the menu, specials, and policies in person and via phone.
* Manage reservations and waitlist during peak hours.
* Collaborate with kitchen and service teams to maintain efficient service flow.

**Ojo Santa Fe Blue Heron** – Santa Fe, NM
Food Runner/Server/Dishwasher | May 2021 – September 2023

* Managed dishwashing area and ensured cleanliness of cooking equipment.
* Supported kitchen staff by organizing food orders and maintaining effective communication.
* Demonstrated adaptability by working double shifts and extended hours.
* Provided food and beverage service, ensuring a high-quality customer experience.

**Las Soleras (Retirement Community & Restaurant)** – Santa Fe, NM
Food Runner/Front Desk Receptionist | March 2020 – July 2021

* Worked overnight shifts, ensuring resident safety, and responding to emergencies.
* Provided outstanding customer service, presenting menus, taking orders, and addressing dietary preferences.
* Maintained a clean and organized dining area, ensuring a pleasant environment for elderly residents.

**Café Sonder** – Santa Fe, NM
Food Runner/Server | March 2018 – October 2019

* Managed customer orders, enhanced satisfaction with daily specials, and promoted limited-time menu items.
* Resolved conflicts and addressed order/payment issues effectively.
* Ensured tables were clean and maintained a positive dining atmosphere.

### ****Licenses, Certifications & Special Skills****

* **High School Graduate** – Santa Fe High School, 2021
* **Languages**: Fluent in English and conversational in Spanish

### ****References****

### ****Tais Estrada: (505) -920-5792****

### ****Nate Salazar: (505)-699-5280****

### ****Cari Bias: (505)-292-1911****

### ****Cindy Gonzalez: (210)-508-0481****

### ****Esperanza Lujan: (505)-999-0523****