

Cassandra Martin
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Summary

Permanent or Contract employment, with years of varied work and training experience in, education, employment counseling, research and office management. Special depth in: leadership and communication traits, as well as trained in problem solving and human resource skills. Capable of managing multiple projects and maintain high levels of customer focus.

Education

Masters of Science, Guidance Human Resource Counseling North Carolina A&T State University	May 1991
Bachelors of Science, Recreation Administration North Carolina Central University	June 1974

Experience

ACADEMICS PLUS, INC., Greensboro, NC Tutor	Present
<ul style="list-style-type: none">• Teach students to project their best effort in learning and applying math, reading and life skills	
VALUE CAD, Greensboro, NC Library Technician	2007-2008
<ul style="list-style-type: none">• Managed, organized and tracked government files	
W IN-WIN RESOLUTIONS, Greensboro, NC Counselor	2006-2008
<ul style="list-style-type: none">• Assisted students to resolve conflicts by implementing non-violent counseling procedures	
<i>FORSYTH TECHNICAL COMM. COLLEGE, Winston-Salem, NC</i> Instructor/PT	2001-2003
<ul style="list-style-type: none">• Taught Reading Comprehension to young adults attaining high school diplomas.• Provided employment counseling and support to students	

OFFICE ON YOUTH, Staunton, VA 2000-2001
Counselor/PT

- Implemented rehabilitation counseling to young adults in the juvenile justice system

First Research, Greensboro, NC 1995-2008
Research Technician/PT

- Recruited participants and conducted research focus groups
- Evaluated and analyzed quantitative data
- Provided professional recommendations

CCMI---Kernersville, NC/Staunton, VA 1992-2007
Office Manager/Broker

- Recruited, interviewed, fired and implemented hiring procedures
- Developed/Managed office responsibilities for new hires involving the mortgage loan industry

US OFFICE OF PERSONNEL MANAGEMENT, Atlanta, GA 1985-1991
Payroll and Office Clerk

- Assisted in variety of duties including data input/analysis, edited financial and housing documents and assisted in government budgeting/planning

YOUNG PARK RECREATION CTR., Norfolk, VA 1980-1984
Assistant Center Director

- Coached team sports, oversaw various recreational activities

UNITED PARCEL SERVICES, Greensboro, NC 1974-1979
Package Car Driver

- First female driver in Greensboro, NC - Delivered parcels to businesses and homes

Community Services
Women's Resource Center
Alabaster Box/TCT
Reading Connection

References provided upon request