

**Carly Martin**  
**Salem, OR 97302**  
**503-385-6971**

**EDUCATION**

**Willamette University**, Salem, OR  
MAT Candidate, May 2011  
Spanish

**Western Oregon University**, Monmouth, OR  
B.A., Spanish, June 2008  
Also attended classes at La Universidad de Oviedo in Oviedo, Spain as part of a year long Study Abroad program

**Dallas High School**, Dallas, OR, June 2002

**WORK EXPERIENCE**

Student Teaching, Cascade High School, Turner, OR Jan. 2011-May 2011

Practicum Teaching, Leslie Middle School, Salem, OR Nov. 2010-Dec. 2010

Mail Order Department Manager, Grandma's Attic, Dallas, OR Jan. 2005-May 2010

- Was responsible for all aspects of mail order department either personally or by assigning work to other personnel.
- Maintained the personal information of mail order customers confidential
- Answered the telephone; responded to customer e-mails
- Directed all customer requests
- Gave tech support for other employees
- Maintained multiple databases and filing systems
- Participated in professional development and collaborative learning opportunities

Partnerships in Community Living, Monmouth, OR Sept. 2002-Feb. 2005

- Worked as a Personal Care Assistant to developmentally disabled clients
- Assisted with personal hygiene, cooking, cleaning and supervision
- Administered medications
- Participated in all company events, attended trainings and fund-raisers
- Maintained all personal information of clients confidential

**SKILLS**

Language Skills: Advanced Level Spanish  
Computer Skills: Proficient user of all Windows programs  
Quick to learn new software  
Technology Skills: Proficient user of Promethean Board ActivBoard and software  
Quick to adapt to new technologies

**VOLUNTEER EXPERIENCE**

North Salem High School Spring 2010

I volunteered two full school days a week in Spanish and ESL classrooms

English Now! at Chemeketa 2008-2009

I tutored adult ESL students two evenings a week.

Colonia Amistad 2008

I volunteered in an adult ESL class

Children's Theater, Willamette, University. 2006-Current

I help build sets, assist with production, and work with children ages 2-18.

**REFERENCES AVAILABLE UPON REQUEST**