



ETHAN MARTINEZ

Government Contractor

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PROFESSIONAL SUMMARY

Versatile Government Contractor with a decade of experience driving compliance and efficiency in federal projects. Skilled in contract negotiation, project management, and stakeholder collaboration, I excel in optimizing operational processes while ensuring adherence to regulations. My commitment to excellence is underscored by a track record of delivering impactful results in government initiatives.

WORK EXPERIENCE

Government Contractor

📅 Feb / 2019–Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Led critical lexicography projects aligned with U.S. government objectives, ensuring high-quality deliverables.
2. Produced digitized dictionaries for federal agencies, enhancing academic and intelligence operations.
3. Created comprehensive inventories of project status, fostering transparency and accountability.
4. Recommended efficiency improvements in record management, resulting in streamlined operations.
5. Developed policies to address project implementation challenges, ensuring successful outcomes.
6. Applied linguistic expertise in Pashto to oversee quality control for lexicographical projects.
7. Prepared detailed briefings and status reports to keep stakeholders informed of project progress.

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📅 Feb / 2015–Feb / 2019

Summit Peak Industries

📍 Denver, CO

1. Managed case coordination for Soldiers, ensuring adherence to Tri Care Insurance requirements.
2. Applied appropriate ICD-9 Codes for medical cases, maintaining compliance with healthcare regulations.
3. Documented all cases in the Medical Operational Data System (MODS) for tracking and reporting.
4. Facilitated monthly meetings with key stakeholders to review case progress and outcomes.
5. Supervised administrative staff, ensuring efficient delegation of tasks and responsibilities.
6. Developed treatment plans and referrals based on individual Soldiers' health needs.

EDUCATION

Bachelor of Arts in Linguistics

📅 Feb / 2012–Feb / 2015

University of Michigan

📍 Seattle, WA

Focused on language structure and cultural contexts, enhancing communication skills for government projects.

SKILLS

Training Development



It Security



Crisis Management



Change Management



Communication Skills



INTERESTS

- 🤿 Scuba Diving 🎮 E-sports
📖 Reading Fiction 🧩 Puzzle Solving

STRENGTHS

- 📋 Stewardship 👥 Teamwork
🔗 Tenacity 🏠 Vision

LANGUAGES



English

Dutch

German

ACHIEVEMENTS

- ★ Successfully managed a \$5M government contract, delivering all milestones 20% ahead of schedule.
- ★ Implemented a new compliance tracking system that reduced audit discrepancies by 40%.
- ★ Led a cross-functional team in a project that improved stakeholder communication, increasing satisfaction ratings by 30%.