

ETHAN MARTINEZ

Note Taker

PROFESSIONAL SUMMARY

Detail-oriented Note Taker with 5 years of experience in accurately capturing and organizing information in various settings. Proficient in utilizing technology to enhance note-taking efficiency and accessibility for diverse audiences.



📯 WORK EXPERIENCE

Note Taker

🛗 Jan / 2021-Ongoing

Quantum Solutions LLC

₮ Phoenix, AZ

- 1. Prepared detailed notes on course material, ensuring timely submission for students with disabilities.
- 2. Maintained regular communication with supervisors to ensure quality service delivery.
- 3. Adapted class notes into accessible formats as per student needs.
- 4. Trained students on assistive technology, providing hands-on support for software and hardware issues.
- 5. Assisted students in obtaining course materials in alternate formats from approved vendors.
- 6. Evaluated and recommended new technology solutions to enhance note-taking processes.
- 7. Collaborated with faculty to ensure accessible information and technology for all students.

Note Taker

🛗 Jan / 2020-Jan / 2021

Crescent Moon Design

耳 Portland, OR

- 1. Produced clear and organized notes for students with disabilities during lectures.
- 2. Supported four students in different classes by providing tailored note-taking services.
- 3. Ensured accuracy and legibility of notes for students requiring assistance.
- 4. Transcribed class notes and submitted them promptly to the department.
- 5. Reviewed notes with instructors to confirm accuracy and completeness.



EDUCATION

Bachelor of Arts in Communication

m Jan / 2019-Jan / 2020

University of California

₮ Phoenix, AZ

Studied communication strategies, focusing on effective information dissemination and accessibility.

- (123) 456 7899
- Los Angeles
- www.qwikresume.com



Effective Time Management

Attention to Detail _ _ _ _ _

Active Listening

Organizational Skills

Transcription Skills

INTERESTS

- Scuba Diving
- E-sports
- 🗐 Reading Fiction 📋 Puzzle Solving

STRENGTHS

Self-awareness

Self-discipline

Sensitivity

Service-oriented

LANGUAGES

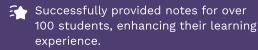






English Indonesian

ACHIEVEMENTS



Implemented a new note-taking format that improved accessibility for students with disabilities.