



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

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

Jan / 2019-Jan / 2020

University of California

Phoenix, AZ

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

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SKILLS

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



Swahili

ACHIEVEMENTS

Successfully provided notes for over 100 students, enhancing their learning experience.

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