

BRIANNA MARTINEZ

Houston, Texas | 936-524-0995 | briannamartinez0827@gmail.com

PROFESSIONAL SUMMARY

Political Science graduate with experience coordinating client appointments, supporting administrative operations, and maintaining accurate records. Promoted to Captain with responsibility for training and mentoring new employees.

EDUCATION

University of Houston

Bachelor of Arts in Political Science
Dean's List, Spring 2026

August 2026

PROFESSIONAL EXPERIENCE

Walk-On's Sports Bistreaux

Server/Bartender

March 2024 - Present

- Promoted to Captain with responsibility for training and mentoring new employees.
- Communicate professionally with diverse guests in a fast-paced service environment.
- Identify guest needs, resolve concerns, and build relationships through dependable service.
- Process customer orders and payments accurately while maintaining attention to detail.

LifeSpan Euro Medical Spa

Schedule Coordinator

June 2023 - March 2024

- Coordinated appointments and schedule changes with medical professionals, estheticians, and staff.
- Confirmed appointments and answered client questions about services and promotions.
- Resolved scheduling conflicts and balanced multiple appointment priorities.
- Supported daily administrative operations and responded promptly to client needs.

Water Tree

Customer Service Representative

February 2023 - March 2024

- Assisted customers with purchases and answered questions about products and services.
- Processed cash, credit card, and check transactions accurately.
- Maintained accurate daily sales records while balancing customer service responsibilities.
- Organized inventory and restocked merchandise to support daily store operations.

P-6 Farms

Cashier

September 2020 - June 2022

- Answered customer questions and helped shoppers locate products throughout the store.
- Processed cash and card transactions accurately and efficiently at checkout.
- Maintained a clean, organized, and well-stocked work area.
- Returned items to their proper locations at the end of each shift.

PROFESSIONAL INVOLVEMENT

Pre-Law Society | Member

- Attended law school events, attorney meetings, and professional development activities.
- Supported community service initiatives, including toy and food drives.

SKILLS

Professional: Scheduling, client communication, recordkeeping, employee training

Technology: Microsoft Word, Excel, Outlook; Google Docs

Languages: English and Spanish