

Alyse Martinez

EDUCATION:

Columbia College Chicago- Chicago, IL
Bachelor of Arts Degree
December 2007
Arts, Entertainment, Media, Management emphasis in Fashion Marketing

COURSE HIGHLIGHTS:

Public Relations- Complied Press Releases, Media Kits, and Media Alerts
Event Planning- Planned actual event for non- for- profit organization Survivors Of Suicide, learning how to stay with in a budget, solicit donations, attain sponsorship, write proposals, and fundraising.
Fashion Show Production- Planned actual fashion show for Columbia College design students. Corse included the production and style of the show as well as picking models and hair / make-up.

EXPERIENCE:

Gen Art, Chicago, IL Intern	August 2007- December 2007
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Genart.org

- Worked and organized events such as Film Premieres, Art Exhibits, Social Gatherings, and Fashion Shows
- Worked on a team to solicit gift bag donations, 400 for SHOP Chicago and 500 for the Fresh Faces in Fashion Fashion Show.
- Assisted in finding venue locations for various after parties for 200+ guests
- Assisted in ordering all event necessities, such as two-way radios, red carpets, hotel reservations, Ect.
- Communicated contract information with sponsors, as well as making it clear what their roll at the event would be

Lake Shore Securities, Chicago, IL Chicago Board of Options Exchange- Administrative Assistant	August 2003-December 2006
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- Took inventory of office supplies and ordered more when needed
- Organized and distributed pay checks and CTA passes to everyone in office (25employees)
- Complied spreadsheets for receipts used for taxes
- Found solutions to problems that stock traders had with stock tickets

East Chicago Parks Department, East Chicago, IN Camp Leader	June 2001- August 2003 *Summers Only
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- Assisted in creating a summer camp program for 50 kids ranging in age from 5-11 years old
- Implemented ideas at camp such as arts and crafts, games, tutoring, reading contests, and fitness activities
- Responsible for keeping track of 6 employees weekly hours and calculating them at the weeks end

VOLUNTEER ORGANIZATIONS

- Meals on Wheels June 2004 – Present
- Bridge to Success August 2007- December 2007
- Magnificent Mile Lights Parade November 2006 & November 2007