

ETHAN MARTINEZ

Junior City Clerk

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PROFESSIONAL SUMMARY

Enthusiastic municipal administration professional with two years of experience in city governance. Proficient in managing public records, coordinating community inquiries, and ensuring compliance with local regulations. Ready to support a city clerk's office committed to transparency and community involvement.

WORK EXPERIENCE

Junior City Clerk

Pineapple Enterprises

 Feb / 2024 - Ongoing

 Santa Monica, CA

1. Provided administrative and secretarial support to City Council members.
2. Recorded meeting minutes, prepared agendas, and compiled necessary information for Council members.
3. Participated in training sessions related to municipal services including water and waste management.
4. Managed payroll, benefits, and monthly account reconciliations following applicable laws and regulations.
5. Conducted daily cash handling and ensured timely bank deposits.
6. Reviewed and processed CMB licenses, ensuring compliance with council approvals.
7. Maintained accurate logs of ordinances and resolutions on a monthly basis.

City Clerk

Summit Peak Industries

 Feb / 2023 - Feb / 2024

 Denver, CO

1. Supported the collection of fines and issuance of arrest warrants as needed.
2. Prepared court dockets and relevant documentation for legal proceedings.
3. Coordinated with local law enforcement to ensure accurate record-keeping.
4. Assisted in maintaining professional references for city staff.
5. Collaborated with various departments to streamline communication processes.
6. Engaged with community members to address inquiries and provide assistance.

EDUCATION

Associate of Arts in Public Administration

City College

 Feb / 2022 - Feb / 2023

 Phoenix, AZ

Focused on municipal governance and public service administration.

SKILLS

Clerical Skills

Transcription Skills

Quality Assurance

Workflow Optimization

ACHIEVEMENTS

-  Streamlined document filing processes, reducing retrieval time by 30%.
-  Facilitated the organization of community events, increasing public participation by 40%.
-  Successfully managed the preparation and distribution of meeting agendas and minutes.

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