

Dairis Martinez

New York, NY | dairism299@gmail.com | (929)842-4683

EDUCATION

Cascades High School | High School Diploma

New York, NY | 02/2020

EXPERIENCE

Uber eats/ Doordash/ Caviar | Food delivery driver

Brooklyn,

NY 11/2020 - 09/2022

- Picked up meals from local restaurants and dropped off at residential and business customer locations.
- Reported delays due to breakdowns, weather or traffic conditions.
- Maintained vehicles according to company and state safety requirements.
- Maintained a positive attitude and diplomacy when dealing with customers and restaurant employees.

U.S Census Bureau | Enumerator

Bronx, NY 05/2020 - 08/2020

- Located and approached households and requested participation in census interviews, thoroughly explaining process and purpose.
- Returned to houses to obtain additional information or resolve survey issues, politely expressing appreciation for cooperation.
- Studied maps of assigned areas to plan efficient routes, reaching over 30 community households per day.
- Explained survey functions and objectives.

9/11 Memorial Museum | Guided tour greeter

New York, NY 06/2019 - 10/2019

- Welcomed customers and answer questions.
- Advertised the museum by walking within a six block distance handing out flyers.
- Volunteered to help with special events and programs by checking in participants.
- Educated residents and families about available services and resources in the neighborhood.

Whole Foods | Grocery Stocker

Brooklyn, NY 10/2018 - 04/ 2019

- Assisted customers with product, promotion and policy information.
- Updated signages to reflect current pricing and promote target merchandise.
- Followed proper stock rotation procedures to minimize obsolescence and remove out of date items from the sales floor.

Abrah AC & Heating | Receptionist

New Jersey, 07/2016 - 08/2017

- Answered and directed incoming calls using a multi-line telephone system.
- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.
- Sorted incoming mail and directed to correct personal information each day.
- Oversaw office inventory by restocking supplies and submitting purchase offers.

SKILLS

- **Software tools:** *Excel, MS word, PowerPoint* **Technical skills:** Intermediate
- **Accounting Principles:** *Attention to detail, analytical and problem solving, data entry* **Accounting proficiency:** Expert
- **Communications:** *Written and verbal communication: english, spanish* **Language proficiency:** Strong

