

ADRIAN L. MARTIN

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Professional Experience:

Customer Service Specialist, Corporation Service Company Nov. 2016-present
Wilmington, DE

- Renewing annual reports for companies across the U.S.
- Preparing and mailing paper annual report filings.

Development & Marketing Coordinator, Franciscan Center June 2015-June 2016
Baltimore, MD

- Engaged followers on Facebook and Twitter.
- Created blast emails to supporters through Constant Contact.
- Assisted with planning of special events.

Development Officer, Jobs, Housing & Recovery April 2014-Feb. 2015
Baltimore, MD

- Secured sponsorships from local companies.
- Drafted appeal letters for potential donors/sponsors.
- Contributed to the biannual newsletter.
- Interacted with homeless men in recovery from substance abuse.

Development Associate, Alzheimer's Association July 2012-April 2014
Timonium, MD

- Managed fundraising walk to record-setting success.
- Led a volunteer committee for the walk.
- Partnered with senior-focused groups and assisted living facilities.
- Learned the functions of a fundraising database.
- Utilized social media to spread association's message.

Education:

Bachelor of: Art in English, University of Delaware, Newark, DE

Concentration: Journalism

Minor: Psychology

Community Service: 500 Hours

Study Abroad: Antarctica and Argentina

Computer Skills:

Microsoft Excel, Powerpoint, Outlook, Publisher and Word; Quark 4.0, 6.5, 7.0; Adobe InDesign; Convio Luminare.