

# PAULA L. MARTIN

**3815 Manchaca Rd. #27**

**Austin, TX 78704**

**512/428-9429 e-mail: paulalmartin@hotmail.com**

## Work Experience

6/01-8/01 MedUnique Austin, TX

### Customer Service Representative

Provided customer service to physicians of Texas regarding Texas Medicaid claim concerns.

6/00-10/00 Northwest Hills Pharmacy and Florist Austin, TX

### Floral Designer

Design of floral/plant arrangements for delivery and retail sale.

1/00-4/00 Accessories Unlimited Albuquerque, NM

### Receptionist

Answered and re-directed calls on multiple phone lines. Data entry, filing, and special projects including design of sales fliers. Voted "Employee of the Month" February 2000.

2/97-1/99 Presbyterian Health Plan Albuquerque, NM

### Claims Specialist

Processed health insurance claims for payment. Promoted 3 times within first year. Received additional training and responsibility for special projects.

5/96-2/97 Peoples Flowers Albuquerque, NM

### Floral Design/Sales

Design of floral/plant arrangements for delivery and retail sale.

## Education, Awards, & Activities

1990, Valedictorian, Tularosa High School

1994, B.S. in Art, Eastern New Mexico University  
Summa Cum Laude

Major: Art, 2-D emphasis; Minor: Psychology

1990-94, Presidential Scholarship, Eastern New Mexico University

1993, Dr. Roy Morgan endowed scholarship in psychology

1992-94, Cardinal Key National Honor Society (Historian)

1994, Best of Show, Eastern New Mexico University Student Art Show

1994, Finalist, Best of College Photography

1995, ESL Tutor, Minneapolis Urban Communities Association

1999, Field Assistant to Kevin Walker, UNM Masters Candidate  
Sonoran Desert, Mexico

2000, Entrance into First Professional Masters Program, School of  
Architecture, University of Texas at Austin

## Software Skills

Adobe Photoshop 6.0, Adobe Pagemaker, Flash 5 & MX, Final Cut Pro, Pro Tools, Macromedia Dreamweaver & Fireworks, Microsoft Office Applications

## References Available Upon Request