

MARTINA WILKINS

10 Westwood Bay
Brandon, MB R7B 2V8
204-720-2227
byteit@mymts.net

KEY STRENGTHS

- Ⓜ Successfully developed an extensive network of businesses resulting in lasting business relationships
- Ⓜ Strong analytical and conceptual skills with humor and a nuanced understanding of its uses
- Ⓜ Contributing toward learning objectives by meeting and/or exceeding teachers instructions
- Ⓜ Actively participating in personal and professional development, i.e., seminars, workshops, team meetings and other training modalities
- Ⓜ Negotiating skills, i.e. understanding, and applying operating policies and procedures
- Ⓜ Team player with a focus on contributing to a positive working environment
- Ⓜ Building strong relationships with some of the most challenging students, helping them to succeed within the classroom and develop confidence in themselves
- Ⓜ Developed French phonetics charts with images to help children with their speech development
- Ⓜ Natural leader, highly motivated innovated thinker with excellent listening, verbal, written communications, and negotiations skills
- Ⓜ Experienced in working with K-5 students in French and English
- Ⓜ Fluent in English, French and German and respectful of cultural diverse populations

HIGHLIGHTS OF QUALIFICATIONS

- Ⓜ **Bachelor of Science 4-Yr Honours - Computer Science Major** with exceptional computer skills
- Ⓜ Fluent in **English, French and German** and respectful of **culturally diverse** populations
- Ⓜ Solid understanding of **financial statements and accounting principles and practices**
- Ⓜ **Flexible and creative** thinker motivated by business values and beliefs
- Ⓜ **Innovative thinker** with experience in **sales, promotions and marketing**
- Ⓜ Experienced in **writing clear, concise**, and thorough specifications and documents
- Ⓜ **Results oriented** with excellent **time management, organization and prioritization** skills
- Ⓜ Superior **client and relationship management** skills resulting from employment opportunities
- Ⓜ Confident and comfortable in **interacting with individuals** from varying backgrounds and cultures as well as with all levels of organization and the general public
- Ⓜ Superior **interpersonal** skills combined with excellent **listening, verbal and written** communication skills
- Ⓜ Experience as an **instructor/trainer** with regard to computer networking and software
- Ⓜ Instrumental in **facilitating a team approach** toward achieving organizational objectives, increasing productivity and enhancing employee morale
- Ⓜ Experienced **lead developer** in a team development environment
- Ⓜ Highly motivated, energetic individual with **strong work ethic**
- Ⓜ Strong **analytical, mathematical and conceptual** skills

EDUCATION

Bachelor of Education After Degree (B.Ed.A.D.) 2 year program	Brandon University; Brandon, Manitoba <i>Teachable:</i> Computer Science, Economic	2018
Bachelor of Science 4-Yr Honours Degree	Brandon University; Brandon, Manitoba <i>Major:</i> Computer Science <i>Minor:</i> Economics	2004 to 2006
Bachelor of Science Degree	Brandon University; Brandon, Manitoba <i>Major:</i> Computer Science <i>Minor:</i> Economics	1998 to 2004

EDUCATION (cont'd)

French Studies	Eastern Quebec Learning Centre; Quebec City, PQ	1995 to 1996
Fitness Consultant	Certified Fitness Instructor	March 1995
Grade 13 Diploma	Berufliches Gymnasium, Lahr, Germany	1984

PUBLICATION

Brandon University, 2005-2006

An Extreme Analysis Methodology

Successfully wrote a thesis on how to efficiently identify and analyze business requirements needs and processes. This unique methodology allows the analyst to fully and most effectively capture all business processes, forms, user interaction and decision-making processes.

An Extreme Analysis Methodology was accepted for presentation and publication by the Proceedings of the Western Decision Sciences Conference, Vancouver, British Columbia, Canada.

EMPLOYMENT HISTORY

Educational Assistant École O'Kelly School, Brandon School Division 2017 to 2018

- Ⓜ Facilitating and supervising sensory time for a student with Autism spectrum disorder
- Ⓜ Monitoring for and responding to student's mental and physical behaviour
- Ⓜ Function at the level of knowledge required of the students, in English, French,
- Ⓜ Function at the level of knowledge required of student in Mathematics and Sciences
- Ⓜ Function in English and French to follow classroom instructions
- Ⓜ Follow standardized work methods and processes while working with children
- Ⓜ Motivate, explain, and manage potentially difficult/emotional situations
- Ⓜ Assisting Grade 1, 2, 3 and 4 students with reading and writing in French language

Analyst / Programmer BYTE=IT, Brandon, MB 2006 to Present
Manager / Owner

Customer Service

- Ⓜ Exhibit a professional demeanor and superior business development initiatives
- Ⓜ Grow client base through prospecting and meeting with existing and potential clients identifying opportunities and developing financing achievement of growth targets
- Ⓜ Passionately share the merits of our services and products
- Ⓜ Follow up with potential clients who enquire about our services
- Ⓜ Handle client queries and maintain up-to-date records of each client
- Ⓜ Consult clients regarding purchasing services based on their business needs
- Ⓜ Prepare and edit all content of social media and newsletters
- Ⓜ Specialize in selling web-based and in-house software applications
- Ⓜ Deliver end-products, conduct training and plan future follow ups
- Ⓜ Prepare flow charts, PPT, graphics and outlines for meetings with clients

Decision making and problem-solving skills

- ⓐ Apply a set of proven approaches to carefully diagnose client requirements and/or concerns
- ⓐ Prioritize problems and establish practical and achievable action plans
- ⓐ Test in-house applications and work with the end-user to meet goals
- ⓐ Implement innovative solutions to improve business performance
- ⓐ Negotiate budgets and end-user license contracts and fees
- ⓐ Respond to client's concerns and resolve client complaints
- ⓐ Engage all key stakeholders in designing solutions to specific problems

Organization and time management skills

- ⓐ Set clear, realistic and achievable goals for my staff and myself
- ⓐ Set objectives which are achievable and measurable
- ⓐ Prioritize tasks effectively under pressure
- ⓐ Consistently meet deadlines
- ⓐ Employ an anticipatory attitude towards problem solving
- ⓐ Coordinate meetings with new and existing clients
- ⓐ Organize workshops and training sessions

VOLUNTEER INVOLVEMENT

Chairperson - Westman's First Choice Business Leads Group, 2013 to 2016

- ⓐ Oversee board meetings
- ⓐ Conduct board business efficiently and effectively
- ⓐ Ensure that procedures are in place for effective recruitment and training
- ⓐ Maintain a positive relationship with the community via the website
- ⓐ Promote the board through social media and public events
- ⓐ Propose the creation of committees and appoint board members

Board Member - Westman's First Choice Business Leads Group, 2008 to Present

- ⓐ Continuously build new business relations with potential clients

REFERENCES

References are available upon request