

Martha A. Fons

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Education

South University

Bachelor's of Science Information Technology

Specs Howard School of Media Arts

Graphic Design Diploma

Coastal Carolina University

Digital Culture and Design

Savannah, GA

03.2020 - 05.2022

Southfield, MI

01.2019 - 01.2020

Conway, SC

08.2014 - 05.2018

Industry Experience

Charleston Building Services | Bookkeeper

- Performs all bookkeeping duties, as well as business administration.
- Oversees the company's bank accounts and makes payments
- Provides annual business reporting on profit and loss
- Ensures loss prevention, inventory, and cash management strategies.
- Keeps track of receivables and payables. Send payables and receivables documents to accounts for review bi-weekly

Charleston, SC

11.2022 - Current

Nolan Transportation Group | Account Manager

- Delivered sales to a book of business
- Called customers daily and following up on potential business
- Communicated with Operations to track loads
- Called carriers daily to secure equipment
- Quoted customers and providing up-to-date information
- Participated in the growth of new business
- Established and maintaining relationships with customers
- Collaborated with coworkers in a team-oriented environment

Charleston, SC

01.2023 - 07.2023

Port City Machinery LLC | Executive Marketing Assistant

- Managed all social media platforms such as Instagram, Facebook, & LinkedIn
- Designed invoice collateral and website
- Handled and coordinates all marketing for products
- Managed all sales through CRM Software
- Filed and organized all business documentation
- Bookkeeper in managing P&L for all business costs/personal assistant

Charleston, SC

08.2021 - 04.2023

Pay Your Tuition | Senior Operations & Digital Marketing

- Operations management
- Recruited and managed all future interns
- Leader of all fellows, assigning tasks and making sure they are all completed
- Lead team meetings for daily check-ins
- Managed all digital marketing
- Created of business development BPMN models for structural processes
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Washington D.C.

01.2020 - 08.2021

Naranjo Designs | Graphic Designer

- Designed and developed social media for clients using Canva
- Worked proficiently in Adobe Creative programs
- Able to create effective and innovative designs to convey the desired idea
- Flexible problem-solver able to adapt to changing circumstances and needs
- Highly organized with the ability to successfully run multiple projects simultaneously

Troy, MI

01.2020 - 12.2020

References

Richard Adams
Co-Founder
Pay Your Tuition
Washington, D.C
(405)-625-7654

James Woodham
GM
Nolan Transportation
Charleston, SC
(919)-818-9936

Donato Capodanno
CEO
Port City Machinery
Charleston, SC
(843)-817-4240

Darren Scott
President
Charleston Building Services
Charleston, SC
(843)-513-7414

Sonny McKinney
Volunteer
Pay Your Tuition
Newark, NJ
(202)-683-8498