

MARIAH MARTIN

Grand Junction, CO | www.linkedin.com/in/mariahtmartin | www.mariahtmartin.com

Experience & Skills

Stay-at-Home Parent • Martin Family Household • Full Time • 10/2019 - Present • Grand Junction, CO

Remote Operations & Administrative Coordination

- Managed complex household schedules and responsibilities, demonstrating strong time management and prioritization skills.
- Created and maintained digital systems for document tracking, leveraging Google Drive, Docs, and Sheets.
- Coordinated logistics and virtual communications across multiple platforms, supporting a dynamic and evolving environment.
- Demonstrated flexibility and problem-solving in high-pressure, multitasking settings.

Entrepreneur/Administrator & Web Specialist • Yogi Business • Full Time • 12/2012 - 12/2019 • Lakeland, FL

Digital Systems | Client Communications | Event Support

- Oversaw daily administrative operations for a small business, including client invoicing, scheduling, and content creation.
- Built and maintained websites via WordPress, with regular content updates and responsiveness testing.
- Used Slack, Zoom, and other communication tools to interface with clients and partners remotely.
- Conducted market research and managed data in Excel/Google Sheets to support strategic planning.

Program Specialist • Healthy Start Coalition, HHP • Full Time • 10/2013 - 01/2016 • Bartow, FL

Program Coordination | Documentation | Data & Metrics

- Coordinated program schedules, event logistics, and communications with internal and external stakeholders.
- Created training materials, documented procedures, and maintained website content using Google Workspace and WordPress.
- Supported monthly reporting and data reconciliation to track key program metrics.
- Represented the organization at events, overseeing logistics, travel, and materials distribution.

Core Competencies

- Digital & Remote Administrative Operations
- Calendar & Event Coordination | Travel Support
- Document & Website Maintenance (WordPress, Google Docs)
- Invoicing, Budget Tracking, and Reimbursement Processes
- Collaborative Tools: Slack, Zoom, Trello, Google Workspace
- Inclusive Communication | DEI-Aligned Teamwork
- Adaptability, Initiative, and Self-Motivation

Education

University of Central Florida – M.A., Technical Communication (Expected Graduation December 2026)

- Anticipated coursework in project management, digital content strategy, visual storytelling, and user experience design.

University of Central Florida – B.A., English-Technical Communication • Orlando, FL • 2024-2025

- Active member of the Future Technical Communicators Club (Treasurer, Publications Lead)
- Proficient in technical documentation, Markdown, and collaborative remote tools.
- Focused on writing, digital infrastructure, and environmental communication.

University of South Florida – B.S., Public Health • Tampa, FL • 2010-2013

- Developed foundational knowledge of environmental and public health systems
- NCAA Student-Athlete (Cross Country), demonstrating discipline and teamwork