



## Contact



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## Skills

Resourceful  
Team Player  
Organized  
Critical Thinker  
Attention to Detail  
Emotional Intelligence  
Project Management

## Education

**CNI College** Orange, Ca

**Surgical Technology**

Graduated 2010

\*Awarded with Best Internship with Kaiser Permanente for being the top of my class and excellent attendance

**Elegante' Beauty College**

Lake Forest, Ca

**Cosmetology**

Graduated 2001

**Trabuco Hills High School**

Mission Viejo, Ca

Graduated 2001

## Hobbies

Rescuing Animals  
Volunteering  
Wood Crafting  
Arts & Design

# Tabitha Martinez

A well organized, hands on manager and dedicated animal lover seeking a position I can build a long-term career; with the right combination of my skills and experiences, along with my passion of making a difference and helping others. I'm highly efficient and well established with strong organizational, analytical and follow through capabilities. Demonstrate exceptional interpersonal and communication skills in relating to management, colleagues, vendors and customers.

## Experience

### **PET COORDINATOR | JRV Recovery**

- Developed relationships with Animal Clinics, Rescues, Shelters and Vendors to work together while the pet owners are in Recovery.
- Assessment of all pets before entering the home with their owners.
- Providing weekly activities for JRV Recovery Pets
- Creating "Welcome Doggie Bags," pet portraits, home decor and backyard designs.

### **DENTAL OFFICE COORDINATOR | MVFamily Dental/Basti Dental Corp**

- Handled and coordinated insurance benefits, treatment plans, preparing claim attachments and narratives, pre-authorizations, claim rejections, appeals and aging reports.
- Spearheaded the digitalization of patient charts, reports and x-rays.
- Built relationships with patients, staff, vendors and insurance companies.
- Collaborated one dental office with another (patients & staff) successfully by being well organized, planning and with consistent communication to and from both offices coming together and keeping our longtime patients in the loop with fun updates through emails.
- Providing the practice owners with weekly and monthly reports.
- Provide patients with information regards to their dental needs, options, anticipated costs of services and available financing resources.

### **BOUTIQUE MANAGER/CO-OWNER | Tabby's Place**

- Developed strong relationships with vendors, non-profit organizations, repeat customers and many others, while staying active with Chambers of Commerce.
- Attended markets, conferences and trade shows, learning about new products and selecting merchandise.
- Created and crafted custom orders for individuals and bulk orders. For fundraisers, team events, gift baskets and special occasions.
- Established and created multiple spreadsheets for sales floor and back office, weekly schedules, daily routines, weekly TEAM huddles to benefit the shop and everyone's day to day in maintaining a happy, fun and organized work environment.
- Managed and analyzed inventory, sales records and payroll.
- Oversee marketing, weekly window displays & raising funds for animals in need.

### **VENDOR COORDINATOR | Daisy Shoppe**

- Created and maintained a work board with a master calendar and well organized system from tracking orders and shipments to inventory check-ins and accurate documentation and detailed results noted to entering new inventory into the POS before labeled, tagged and ready for the sales floor.
- Monitor and process order confirmations to ensure full product details are complete by deadline with 100% accuracy.
- Formulated daily, weekly and monthly reports and analyze data to better manage inventory on hand, low on inventory, product performances.

REFERENCES *Available upon request*