

Martina Von Flaxen

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Education

Colorado College, Colorado Springs, CO

Expected May 2024

Bachelor of Arts, Major: Romance Languages GPA: 3.43

Relevant Courses: US Politics & Government; Topics in Politics: Democratization; Philosophy of Law; Conduct of US Foreign Policy; Secrecy, Surveillance & Democracy; Formal Logic

Associated Colleges of the Midwest, Florence, Italy

Jan-May 2022

Intensive semester of travel and study of Italy's history, customs, traditions, religions, and politics
Homestay Experience

Relevant Experience

Intern, El Paso County District Attorney's Office, Colorado Springs, CO

May 2022-Aug 2022

- Collected evidence and reports for cases utilizing internal database
- Prepared and handled confidential correspondence via email and created password protected documents
- Filed confidential documents

Intern, The Smith Law Firm, Phoenix, AZ

May 2021-Aug 2021

- Compiled trial notebooks with a tight deadline
- Sorted, organized, and followed up on medical records pertaining to cases
- Filed correspondence and confidential documents for four attorneys

Leadership Experience

President, Delta Gamma Sorority, Colorado College, CO

Sep 2022-Present

- Direct a chapter of 58 women and conduct weekly chapter meetings
- Oversee 20 officers and conduct weekly officer meetings to verify completion of assigned duties
- Create a campus wide fundraising event that generates approximately \$11,000 for local non-profit Break the Silence Against Domestic Violence Inc. yearly

Event Manager, Worner Activities Committee, Colorado College, CO

Jan 2021-Present

- Plan and execute several student events on campus for approximately 300-500 people
- Coordinate Winter Ball for approximately 1,200 people: transportation, DJ, food, marketing, EMS services
- Work with contracts and agents for three performers brought to campus for end of the year festival
- Collaborate with facilities and audio visual staff to set-up events

Vice President for Programming, Delta Gamma Sorority, Colorado College, CO

Sep 2020-May 2022

- Developed and managed the Chapter Master Calendar
- Coordinated Chapter events for approximately 60 women meeting national requirements
- Planned social events in conjunction with two other sororities on campus for approximately 150 women

Student Alumni Association Member, Colorado College, CO

May 2020-Dec 2021

- Planned and set-up community events at Parents Weekend/Homecoming with 1000+ participants
- Served tables and provided outstanding service to attendees at the December 2021 50 Year Club Tea event

Fundraising Chair, Alpha Lambda Delta First Year Honor Society, Colorado College, CO

Jan 2021-May 2021

- Raised \$2500 for chapter of approximately 50 people
- Participated in community service events

Volunteer Experience

Healthy Relationships Advocate, TESSA, Colorado Springs, CO

Sep 2021-Present

Soup Kitchen Volunteer, Catholic Charities, Colorado Springs, CO

Oct 2021-May 2021

Mentor, Big Brothers Big Sisters, Colorado Springs, CO

Nov 2020-Apr 2021

Community Service Volunteer, National Charity League, Chandler, AZ

Sept 2018-Aug 2019

Coordinator and Volunteer, Cinderella Affair, Tempe, AZ

Aug 2017-Apr 2019

Language & Computer Skills

Language Skills: Fluent French, Conversational Spanish, Beginning Italian

Computer Skills: Wordpress, MailChimp, MailPoet, Microsoft Word, Excel, PowerPoint, Works, Publisher

Social Media: Twitter, Instagram, Facebook, TikTok and LinkedIn