

Martina Von Flaxen

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Education

- Colorado College**, Colorado Springs, CO Dec. 2021
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 June-Aug. 2019
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 Jan. 2020-May 2020
- Collected evidence and reports for cases
 - Prepared and handled confidential correspondence
 - Filed confidential documents
- Intern**, The Smith Law Firm, Phoenix, AZ May 2019-Aug. 2019
- Compiled trial notebooks
 - 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 Jan. 2019-Present
- Preside over a chapter of 58 women and conducted weekly chapter meetings
 - Manage 20 officers and conducted weekly officer meetings
 - Serve on Honor Board
- Event Manager**, Worner Activities Committee, Colorado College, CO Jan. 2018-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
- Student Alumni Association Member**, Colorado College, CO Oct. 2017-Present
- Plan and set-up events at Parents Weekend/Homecoming with 1000+ participants
 - Serve at the 50 Year Club Tea
- Vice President for Programming**, Delta Gamma Sorority, Colorado College, CO Jan. -Dec. 2018
- Acted in absence of President
 - Developed and managed the Chapter Master Calendar
 - Coordinated Chapter events for approximately 60 women meeting national requirements
 - Planned events in conjunction with two other sororities on campus for approximately 150 women
- Fundraising Chair**, Alpha Lambda Delta First Year Honor Society, Colorado College, CO Jan. 2017-May 2017
- Raised \$2500 for chapter of approximately 50 people
 - Participated in community service events

Volunteer Experience

- Healthy Relationships Advocate**, TESSA, Colorado Springs, CO Sept. 2019-Present
- Canvasser**, Coloradans for Fairness and Equality, Denver, CO June 2020-July 2020
- Soup Kitchen Volunteer**, Catholic Charities, Colorado Springs, CO Oct. 2017-May 2020
- Mentor**, Big Brothers Big Sisters, Colorado Springs, CO Nov. 2017-Apr. 2019
- Community Service Volunteer**, National Charity League, Chandler, AZ Sept. 2011-Aug. 2015
- Coordinator and Volunteer**, Cinderella Affair, Tempe, AZ Aug. 2013-Apr. 2014

Language & Computer Skills

Fluent French, Conversational Spanish, Beginning Italian
Wordpress, MailChimp, MailPoet
Social Media: Twitter, Instagram, Facebook, TikTok and LinkedIn
Microsoft: Word, Excel, PowerPoint, Works, Publisher, Access