



# Valerie I Martinez

## Objective

---

I am a very energetic, fast learning individual looking for a long-term career with a great organization. I am seeking a full-time position where my experience and education can be utilized and expanded.

## Experience

---

12/03-02/16 & 10/18-Present Chief County Assessment Office Waukegan, IL  
Administrative Research Specialist

- Process Certificates of Errors/homestead exemptions
- Assist customers and direct to appropriate departments
- Answer and direct phone calls
- Transfer ownership from transfer declarations and deeds recorded
- Process transfer declaration forms into a state program
- Host zoom hearings for Board of Review

## Education

---

1993 Zion-Benton High school Zion, IL  
• High school diploma

## Strengths

---

Clerical	Customer and Personal Service
Time Management	Judgment and Decision Making
10 Key Data	Organized
Detail Oriented	Works Well Under Pressure