

Keane Martinez

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Education

Bachelor of Science in Business Administration Expected Grad. Dec 2027 University of Nevada, Reno

General Education Degree- Procter R. Hug High School- Honors diploma- 4.85 GPA
Earned 37+ college credits through AP, dual credit and CTE programs

Experience

Project Manager – RR Painting LLC

October 2024 – Present

- Oversaw budgeting, cost tracking, and expense reconciliation for multiple projects
- Created job proposals with detailed cost breakdowns, material estimates, and labor projections
- Processed change orders and documented the financial impact to maintain accurate project accounting
- Maintained organized records, timelines, and financial documents for ongoing and completed projects
- Communicated project progress and updated clients on costs, adjustments, and financial expectations

Academic & Leadership Achievements

- Member, 2025 All-State Academic Team- recognized for academic excellence and discipline
 - Senior Class Historian – managed documentation, organization, and information presentation
 - National Honor Society Member (2024-2025)- commitment to leadership, service, and academic rigor
 - Earned 37 college credits through AP, dual-credit and CTE programs
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Skills

- Accounting: Budget oversight, cost tracking, expense management, financial documentation
- Software: Excel (functions, formulas, data organization) introductory accounting systems
- Business Skills: Proposal writing, scheduling, coordination, client relations
- Certifications: OSHA 10 General Industry, BLS CPR
- Languages: Bilingual (English & Spanish)
- Soft Skills: Organization, accuracy, communication, problem-solving

