

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

- Managed project budgets, resource allocation, and scheduling, developing strong financial oversight skills directly applicable to cost analysis and project financial management.
- Consulted with clients, prepared proposals, and estimated project costs, strengthening quantitative decision-making and customer-facing communication.
- Reviewed and processed change orders, demonstrating adaptability and financial control over shifting project scopes.
- Maintained high client satisfaction through consistent project updates, financial transparency, and operational efficiency.

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

- **Financial skills:** Budget monitoring, cost estimation, financial planning concepts, excel proficiency (spreadsheets, formulas, tracking, basic analytics)
- **Business & Management:** Project coordination client relations, operational planning, proposal writing
- **Technical certifications:** OSHA 10 General Industry Certification, BLS CPR Certified

