

Nehomi Martinez

(214) 604-1798
Irving, TX
Nehomimartinez19@gmail.com

Professional Summary

Dependable and results-driven professional with 6+ years of experience in leadership, client service, and operational management. Skilled in coordinating cross-functional teams, managing documentation and compliance, and driving process improvements. Recognized for strong problem-solving, effective communication, and adaptability in high-pressure environments. Currently pursuing a **Project Management Certificate** to further strengthen expertise in project planning, execution, and stakeholder management.

Core Competencies

- Project Coordination & Planning
 - Cross-Functional Collaboration
 - Process Improvement & Compliance
 - Stakeholder & Client Communication
 - Team Leadership & Training
 - Problem-Solving
 - Data Analysis & Reporting
 - Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
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Education

University of North Texas – Denton, TX

Bachelor of Science in Data Science | Minor in Business Foundations | May 2023

Professional Development

- Currently pursuing **Project Management Certificate**
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Professional Experience

Sewell Automotive Company

May 2022 – Present
Dallas, TX

Lead Title Specialist

- Lead and mentor a team of specialists, overseeing workflow, training, and performance evaluation.
- Manage complex, multi-step title projects, ensuring documentation accuracy, compliance, and timely completion.
- Coordinate between sales, finance, and legal teams to resolve escalated issues and support organizational goals.
- Partner with external stakeholders (state agencies, vendors, title examiners) to drive resolution of title-related challenges.
- Prepare and present compliance and performance reports to senior management, highlighting risks and recommending improvements.

Speedy Cash

December 2020 – May 2022
Irving, TX

Customer Advocate

- Coordinated documentation and compliance processes to support loan approval and regulatory requirements.
- Guided clients through structured procedures, ensuring understanding and reducing delays.
- Maintained accuracy in financial transactions and strengthened customer trust through effective problem resolution.

Blink Fitness

April 2019 – May 2020
Fort Worth, TX

Assistant Club Manager, Mergers & Acquisitions

- Supported integration projects during acquisitions by coordinating planning, tracking, and execution activities.
- Oversaw customer service operations, scheduling, and staff training, ensuring smooth transitions during organizational changes.
- Tracked performance metrics, prepared reports, and improved workflows to align with business objectives.