

NATALIE GARCIA

Temporary Address

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Permanent Address

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EDUCATION/HONORS

Cornell University, Ithaca, NY, Bachelor of Arts in Spanish, May 2003. GPA 3.5

Dean's List 1998-2002, Alpha Lambda Delta Honorary Society, Unions and Activities Distinguished Service Award, Bryn Mawr Summer Program in Madrid, 2000

Related Courses: Communication and Persuasion, Business Management, Public Relations and Advertising

MANAGEMENT/LEADERSHIP

House Manager, Pennsylvania Stage Company, Allentown, PA. Summer 2002
Represented theatre during performances. Introduced and coordinated effective volunteer program; recruited, trained, and supervised staff of 100 ushers. Restructured and systematized concessions services; controlled inventory and bank for concessions. Maintained security.

Teaching Assistant, Cornell University. Fall 2001
Prepared lesson plans and facilitated discussion sections weekly. Provided feedback and recommendations for students and instructor; refined group process skills.

PROMOTION/PUBLIC RELATIONS

Promotion Chairperson, University Unions Program Board, Cornell University. 2001-2003
Devised and implemented advertising campaigns for major events. Designed and distributed posters; placed newspaper ads and radio spots. Arranged press conferences.

Ambassador, College of Arts and Sciences, Cornell University. 2001-2003
Acted as liaison between the College and potential students. Conducted information sessions and tours, hosted visiting students, and promoted Cornell at high schools.

Editorial Staff, *Cornell Deskbook*. 2000-2003
Wrote, edited, and created layout for 100 page guide for new students with circulation of 3,000.

PROGRAM DEVELOPMENT/MARKETING

Co-Coordinator, Senior Class Activities, Cornell University. 2002-2003
Coordinated activities for class of 3,000. Headed and delegated responsibilities to a 10-person committee. Managed successful marketing campaigns for products and events.

Lecture Programming Chairperson, Cornell University Program Board. 2000-2001
Researched and developed program opportunities. Directed committee coordinating major lecture series; forecasted community response. Prepared and presented budget.