

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 2009. GPA 3.54

Dean's List all semesters, Alpha Lambda Delta Honorary Society, Unions and Activities Distinguished Service Award, Bryn Mawr Summer Program in Madrid, 2007

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

MANAGEMENT/LEADERSHIP

House Manager, Pennsylvania Stage Company, Allentown, PA. Summer 2008

Managed front-of-house activities during performances. Introduced and coordinated effective volunteer program; recruited, trained, and supervised staff of 100 ushers. Restructured and systematized concession services; controlled inventory and bank for concessions. Maintained security.

Teaching Assistant, Cornell University. Fall 2007

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, Cornell University Program Board, Cornell University. 2007-2009

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. 2007-2009

Acted as liaison between College and potential students. Conducted information sessions and tours, hosted visiting students, and promoted Cornell at high schools.

Editorial Staff, *Cornell Student Handbook*. 2006-2009

Wrote, edited, and created layout for 100-page guide for new students with circulation of 3,500.

PROGRAM DEVELOPMENT/MARKETING

Activities Co-Coordinator, Senior Class, Cornell University. 2008-2009

Coordinate activities for class of 3,300. Head and delegate responsibilities to a ten-person committee. Manage successful marketing campaigns for products and events.

Lecture Programming Chairperson, Cornell University Program Board, Cornell University. 2006-2007

Researched and developed program opportunities. Directed committee of six coordinating major lecture series; forecasted community response. Prepared and presented budget.