

NATAKI OLIVER

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OBJECTIVE

I am seeking a career opportunity that would allow me to expand within a marketing setting.

SUMMARY

Over three years experience providing supportive knowledge within various business sectors, including administrative and advertising/marketing settings. I have effectively demonstrated leadership and excellent communication skills, coupled with computer software knowledge.

SKILLS

- Software Applications: Word, PowerPoint, Excel
- Organizational, Team player, Efficient independently, Excellent communication, Multi task

WORK EXPERIENCE

WORLD TRADE CENTER DELAWARE –Wilmington, DE

June 2009-present

Office Intern

- Assist Executive Director and supporting staff by accomplishing results as needed.
- Responsible for membership processing procedures.
- Update WTC database records with up-to-date member information.
- Communicate and follow up with members about services beneficial to their company.
- Independently completes assignments within a timely manner.

CITY OF WILMINGTON - Wilmington, DE

Summers Only 2007-2009

Summer Camp Counselor

- Supervise school age youth on weekend long camping retreats.
- Organize daily agenda for outdoor activities.
- Motivate youth counselors to provide a positive experience for the participants.
- Provide a safe atmosphere that parents can feel comfortable with.

THE FASHION INSTITUTE OF TECHNOLOGY - New York, NY

2006 - 2009

Residence Hall Assistant

- Supervised students in residential halls.
- Direct resource between student affairs and student body.
- Identified and addressed the needs of residents.
- Ensured maintenance and facilities-related concerns are handled in a timely manner.
- Planned and facilitated various events in order to enhance the living community.
- Expedited judiciary and monthly reports.

CREATETHE GROUP - New York, NY

2008

Interactive Project Manager Intern

- Supported the creative and technical process of web page development.
- Analyzed the quality of website projects in order to eliminate potential errors.
- Translated fashion magazines and marketing campaigns from print to interactive website solutions.
- Interacted with clients on their technology needs resulting in very effective future relationships.

PORT OF WILMINGTON - Wilmington, DE

2008

Dock Stevedore

- Effectively met delivery deadlines of various vehicles being imported and exported.
- Performed driving decisions that required great attention to detail.
- Proved versatility when confronted with challenging machinery.

RARE EDITIONS - New York, NY

2008

Logistics Assistant

- Conducted shipment notice reports to verify the locations of irregular orders.
- Performed delivery schedule updates on various ocean line vessels and aircraft cargo.
- Analyzed international factory correspondence for new detail changes to shipments.
- Proficiently managed logistic department duties while the director inspected factories abroad.

COTTON INCORPORATED - New York, NY

2007

Fashion Marketing Intern

- Provided a variety of clerical support services, which maintained efficient office operations.
- Simplified client's fabric detail searches by offering resourceful guidance from database.
- Researched the latest products and trends for future forecasting and presentation techniques.
- Greeted potential clients, providing a positive and personalized image for the company.

EDUCATION

BS, International Trade and Marketing - May 2009
FIT- New York, NY

AWARDS

Person of the Year- Nor Enterprise, Inc.
2005

VOLUNTEER EXPERIENCE

Sisters On A Mission; Breast Cancer Support Agency
2005-2009

References Provided Upon Request