

Lauren Natkin

Management of information studies Major

(713) 454-3319

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EDUCATION

Memorial High School, Houston- *High school diploma*

August 2011- May 2015

Saint Mary's College-Undergraduate degree in Management of informational systems and a minor in computer science

August 2015- May 2019

-Fall 2016 Dean's list 3.8 GPA

ACHIEVEMENTS AND SKILLS

- Algorithmic knowledge, Analytical approach to challenges and excellent organization capabilities, Problem solving skill, Proficient in excel, Proficient in power point, Proficient in Python, Reasoning, Strong Communication skills, Strong documentation skills
- Named on the fall 2016 Saint Marys Dean's list with a 3.8 GPA

EXPERIENCE

Tickle print, Houston- *Intern*

MAY 2013- JUNE 2013

- Created inventory log of items printed and sold
- Attended several markets held in Atlanta, Georgia and Houston Texas where I was responsible for helping create and maintain client relationships.

Ursuline inc, Houston- *Intern*

AUGUST 2014 - AUGUST 2015

- Coordinate client appointments.
- Organized records into an online database.

- Worked backstage at runway shows helping dress models and staging the events

Trotter YMCA, Houston-*Child Watch Councilor*

June-August 2016

- Supervise the children, classroom, and all activities
- Maintain required program records
- Implement early learning program curriculum
- Provide a quality experience to children focused on their development.

Hammes Notre Dame Bookstore-*Sales associate*

September-October 2016

- Communicate Brand.
- Customer Assistance and relations.
- Dealing With Difficult People.
- Greeting Customers
- Maintain and keep stock

Cafe Poche-student worker

November 2016-present

- Greet customers
- Work register
- Keep stock