

NATALEE COPE

Location: Largo, MD • **E-mail:** CopeNatalee@me.com • **Phone:** (917) 617-9619 • **Portfolio:** <https://ncope1.github.io/>

I'm a passionate, resourceful, curiosity-driven, outside-of-the-box thinker who finds creative and thoughtful ways of tackling each front-end project. I always step up to the plate with a plan in-hand while acknowledging the input of others, and playing to my strengths in any given situation.

TECHNICAL SKILLS:

- | | | | |
|--------------------------|-----------------|---------------|-------------|
| • HTML5 | • CSS3 | • JavaScript | • jQuery |
| • Command Line Interface | • ReactJS | • Git/GitHub | • AJAX/JSON |
| • REST/APIs | • ExpressJS | • NodeJS | • Mongoose |
| • MongoDB | • Ruby on Rails | • PostgreSQL | • SQL |
| • Agile | • Heroku | • Materialize | • Bootstrap |

RELEVANT EXPERIENCE:

Web Development Immersive

General Assembly

November 2017 – March 2018

Washington, D.C.

- Invested 500+ full-time hours garnering hands-on, professional training in Full-Stack Web Development.
- Focused on object-oriented-programming, MVC frameworks, data modeling, and test-driven development.
- Worked individually and collaboratively on projects utilizing front and back-end frameworks.
- Built three individual fully functional applications, each in specific coding languages and within strict time constraints.

PROFESSIONAL EXPERIENCE:

Executive Assistant to CEO

Constellation West

February 2015 – November 2017

Fairfax, VA

- Managed President/CEO's hectic and ever-changing calendar to maximize efficiency and time management.
- Partnered with Nebraska based IT Manager on all new employee network setup within the Fairfax, VA office.
- Developed and successfully rolled out internal policies and procedures to increase operational efficiency.
- Managed all daily operational functions of Fairfax, VA office.
- Actively negotiated vendor pricing to cut cost while maintaining positive vendor relationships.
- Effectively monitored quality control processes to ensure timely deliverable submissions.

Executive Assistant

Criteo

February 2014 – October 2014

New York, NY

- Executive Assistant to the President and Head of N.A. Sales.
- Coordinated meetings with internal employees, external partners, and international contacts; often on short notice.
- Managed large-scale events of 1000+ attendees.
- Created presentations for client pitch meetings and internal all-hands meetings.

Recruiting Administrator

Sotheby's

February 2012 – March 2013

New York, NY

- Managed the organization of all Client Experience training workshops, which were developed to educate employees on global customer service standards and its importance to company goals as part of the new Learning Management System.
- Reviewed up to 85 resumes daily based on varying job openings and respective departmental needs.
- Maintained \$24k fiscal office supplies budget for the department and prepared invoices for payment.
- Performed candidate background checks upon the extension of an offer for employment.
- Coordinated all on-boarding and internal training sessions.

Technical Specialist

Apple, Inc.

October 2010 – February 2012

New York, NY

- Troubleshoot and determined solutions for software and hardware issues for Apple's line of products.
- Supported upwards of 100 Apple clients with technical resolutions – both onsite and remotely – on a daily basis at a 24/hour flagship location.
- Created technical support documentation for customers and colleagues.
- Maintained current knowledge of Apple products, marketing programs, promotions, and media plans.

EDUCATION:

General Assembly, Washington D.C.

Web Development Immersive

November 2017 – March 2018

CUNY, The City College of New York.

Bachelor of Arts: Communications – Advertising and Public Relations

GPA: 3.37. Graduation: June 3, 2011