

Nathan Valle

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Skills and Qualifications

- Providing administrative support across diverse office settings through office volunteer opportunities.
- Drafting and creating different forms of content through volunteer writing opportunities.
- Supporting community events and community engagement through multimodal communications with team members via volunteer event planning opportunities.

Work and Volunteer Experience

Iglesia Ni Cristo (Church of Christ)

Administrative Assistant

May 2017 – July 2022

- Performed office administrative roles to maintain records, databases, and financial documents confidentiality and accuracy using Office 365 products.
- Collaborated with various church ministers and committees to support church initiatives and activities.
- Constructed spreadsheets and documents to be used in regular record keeping and file management.

Youth Group Leader

October 2017 – January 2024

- Created fun, family-friendly, and community-focused events and programs for young people.
- Corresponded with other leaders and volunteers to ensure a diverse range of participants in every event and activity.
- Performed external communications duties by promoting events and activities through social media platforms.
- Carried out internal communications duties by coordinating with team members throughout duration of planning of large-scale events.

CEBSI Films

Vantage Point YouTube Channel Writer

May 2022 – Present

- Collaborate with a team of writers to develop creative and compelling content that enhance the viewer understanding and interests about family, friends, and community.
- Spearhead creation of various marketing formats to increase viewer engagement.
- Produce content ideas and maintain media presence through collaborations with other writers in Google Docs and Microsoft Word.

Chatime

Barista

February 2022 – May 2024

- Delivered outstanding customer service by performing front of house tasks in a fast and efficient manner.
- Efficiently and accurately processed customer check-out using a point of sales system.
- Communicated effectively with colleagues to maintain a cohesive workplace during hours of operation.

Adhered to established recipes and instructions to guarantee consistency and quality in each drink.

Projects

Voter Turnout Factors Analysis

November 2023

- Analyzed three different factors affecting voter turnout globally with emphasis on Canadian elections.
- Interpreted data using inferential and descriptive statistics to propose solutions for low voter turnout in Canada.
- Created graphs and ran functions in RStudio to aid in statistical analyses.

Political Participation and Democracy Analysis Term Paper

January 2023

- Synthesized and argumentative paper discussing lack of political participation in western civilizations.

Education

Simon Fraser University, Burnaby, BC

Bachelor of Arts, Major in Political Science, Minor in Communications

June 2025