Nathan Julian

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**Education:**

Everest College, Vancouver WA August 2012-May 2013

* Massage Therapy Diploma
* Plattsburgh State University, Plattsburgh, New York Fall 2006 - Fall 2010
  + B.A. Environmental Studies. Minors in Ecology & Environmental Science

**Work Experience:**

Quiznos Subs, Williamsville, NY August 2004 - July 2006

* General Laborer
* Preparation of food orders
* Preparation of necessary ingredients
* Customer service
* Dish washing and store cleanup
* Unloading and stocking of inventory

The Service Collaborative of WNY August 1st, 2011-May 31st, 2012

* Program Developer at the Buffalo Federation of Neighborhood Centers (BFNC) Hope Center
  + Creation and distribution of marketing materials
  + Creation and management of computer based reporting documentation
  + Management of in house Hope Center resources
  + Partnership building and collaboration with other local organizations
  + Outreach to community members both on foot and at events
  + Managing influx of clients during tax preparation
  + Organizing and overseeing presentations/tabling from guest organizations during tax season
  + Creation and facilitation of workshops and seminars
    - Understanding and Managing Stress
    - Identity theft prevention workshop
    - Economic Empowerment workshop series

Teavana July 16, 2012-August 1, 2012

* Team Member
  + Maintenance of store and merchandise
  + Sale of merchandise
  + Providing top quality customer service to patrons

**Basic Skills:**

* Proficient with Microsoft Office for both Macintosh and PC
* Competent organizer and manager of information and people
* Able to effectively plan and coordinate events
* Confident working safely and efficiently under stressful conditions
* Analytical planner with strong attention to detail.
* Concerned with quality. Produce work with accuracy and attention to detail.
* Skilled verbal and written communicator, with the ability to write in various voices.
* Tolerant and flexible to different situations
* Able to get along well with colleagues and accept supervision and constructive criticism