

Brooke Natenson

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EDUCATION

University of Oregon, Eugene, OR

Expected June 2017

Major: Political Science

Minor: Sociology

GPA: 3.75

Honors: Dean's Fellowship Award (Winter 2014, Fall 2014, Winter 2015, Spring 2015, Spring 2016, Fall 2016, Winter 2017), Summit Scholarship 2013-2017

Activities: International Business and Economics Club '14-'16, Pi Sigma Alpha Treasurer '15-'16, *Ethos Magazine*

Relevant Coursework

Managing Business Information (Excel +Access focused)

Community Environment and Society

EXPERIENCE

Access Education Center, Eugene OR

September 2016

Proctor & Note Taker

- Proctor, reader, and scribe exams for those who need disability accommodations
- Take detailed notes from lecture and upload them to AEC server

Ethos Magazine, Eugene, OR

June 2016

Social Media Coordinator

- Maintained and update social media for *Ethos Magazine*
- Read and synthesize stories and articles
- Expand social media engagement

Pi Sigma Alpha

September 2015 – June 2016

Treasurer

- Kept track of membership fees
- Advocate for new members
- Assessed membership application

Gilmore & Associates, CPA, San Mateo, CA

December 2011 – August 2013

Administrative Assistant

- Provided general office management support, including scanning, filing, and answering phones
- Prepared individual and company tax returns
- Assisted in general bookkeeping and data entry

SKILLS

- Experienced in analytics tools such as Google Analytics and Hootsuite
- Strong research and writing skills
- Adaptability and problem-solving
- Strong ability in Microsoft Office
- Experienced in Spanish reading