

NAT COOPER

CURRICULUM VITAE



nat@natcooper.com



647 629 1402

Business Manager & Front-End Web Developer in Toronto



Tenacious worker with strong leadership qualities
Team oriented; well-developed interpersonal skills
Clear and thorough communicator
Strong attention for detail

EXPERIENCE

JAN 2014 – Present
LS Graphics Inc. | lsgraphics.com

Manager of Operations, Front-End Web Developer

- Support the President in liaising client inquiries and design requests
- Communicate with clients regularly to ensure content is finalized/deadlines are met
- Delegate appropriately to ensure resources are maximized and tasks are completed efficiently
- Stay current with all software updates and industry trends

JUL 2013 – SEPT 2013
Indigo | chapters.indigo.ca

Assistant Planning Manager – Moleskine, Journals and Agendas

- Executed all activities required to drive sales and profitability of the Paper Business
- Effectively managed inventory levels and forecasted for appropriate sales demand
- Participated in systematic (SAP) testing and process improvement projects
- Identified roadblocks and made suggestions for process improvements

NOV 2011 – JUL 2013
Indigo | chapters.indigo.ca

Inventory and Product Flow Analyst

- Ensured all purchase orders / store orders were processed efficiently
- Produced various reports in Microsoft Excel, often within tight deadlines

NOV 2010 – NOV 2011
Pottery Barn Kids | potterybarnkids.ca

Assistant Visual Manager and Sales Associate

- Organized and assembled visual displays and merchandise
- Processed sales orders; maintained client profiles; assisted with book keeping

MAY 2009 – AUG 2011
CitySightseeing Toronto | citysightseeingtoronto.com

Customer Service and Sales Associate

- **Tour Guide** on a boat in the Toronto Harbour and Islands
- Processed ticket sales and maintained vessel logs (e.g. capacity and weather info)

SEP 2010 – JUN 2011
Ryerson University | ryerson.ca

Teaching Assistant – Technical Drafting and AutoCAD

- Instructed students during lessons and outside of class
- Tutored 2 students on a regular basis to improve their drafting and conceptual skills
- Graded projects and provided comments on areas to improve; followed up to ensure continued growth and success in the class

EDUCATION

JULY 2014 - AUG 2014
HackerYou | hackeryou.com
Front-End Web Development

SEP 2007 - APRIL 2011
Ryerson University | ryerson.ca
Bachelor of Fine Arts (BFA)
Theatre Performance - Technical Production

TECH SPECS

- Proficient in both Windows + Mac Interfaces
- Microsoft Office, including:
 - Excel
 - Outlook
 - Word
 - Access
 - Powerpoint
 - Visio

- Sublime Text 3
- HTML5 & CSS3
- JavaScript
- jQuery
- Wordpress Theme Development
- InDesign CS6
- Photoshop CS6
- Adobe Acrobat Pro
- AutoCAD
- ACCPAC
- SAP R/W
- SAP BW

REFERENCES

Available upon request.