

# Nikki Ngatio

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## Education

### Bachelors of Arts, Experience Architecture

May 2022

Michigan State University, East Lansing, MI

- Minor: Korean (5 semesters)

## Experience

### PERMIAS MSU (Indonesian Student Association); East Lansing, MI

March 2019 - Present

Secretary and Treasurer of the Executive Board

- Document notes of important club updates at every weekly meeting in a Shared Drive
- Supervise and report any club event financing and funding using Excel
- Organized an Indonesian sweets fundraiser that raised over \$600
- Responsible for reminders and communication between 5-7 Executive Board members
- Attended a 30+ member retreat meeting for APASO (Asian Pacific American Student Organization) Affiliates

### ACIV (Asian Christian Intvarsity), East Lansing, MI

August 2019 - January 2020

Member

- Built communication skills and maintained positive relationships within the Asian and Asian American Christian Community
- Active member that joined 10 of their group activities which allowed the club to consist of a constant following of other and new members
- Participated in sharing experiences or expressing opinions in front of groups to gain practice in team building

### Michigan State University Culinary Services; East Lansing, MI

August 2018 - May 2019

Student Cook

- Received customer service training by serving food in 500-600 seat campus dining halls
- Mentored 3-4 novice prep chefs in basics of food preparation
- Ensured all service and preparation areas were kept clean and met sanitation standards

## Skills

- Proficient in Adobe Photoshop, Adobe Illustrator, and Adobe InDesign
- Advanced in Korean
- Experienced in wireframing, prototyping, and user research
- Beginner knowledge in C++ and Python programming