

Natalie Pargas

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Education

College of Wooster, Wooster, OH

AUG 2019-Present

Major: Computer Science

Experience

SLM Consulting

Administrative Assistant

JUNE 2023 -JULY 2023

- Supported office operations by preparing documents, entering data, and managing scheduling
- Addressed questions and concerns from clients and team members
- Demonstrated orgizational skills by maintaining records, files, and office supplies

Starbucks

Barista

MAR 2022-JULY 2022

- Prepared and served coffee and tea drinks to meet quality standards
- Responded to orders, questions, concerns, and complaints in a polite and efficient manner
- Properly handled and maintained equipment

Washington Nationals

Promotions Associate

JUNE 2021-AUG 2021

- Assist with assembling tables, bike racks, and stanchion
- Demonstrate strong communication skills by welcoming all guests and distributing promotional items
- Assist with clean up at the end of the games

College of Wooster Student Employment

Help Desk Technician

JAN 2020-APR 2020

- Assisted callers with technological troubleshooting
- Managed technical equipment and kept track of when
- Cleaned equipment to guarantee everything would be prepared for the next user

Johns Hopkins CTY Scholar

Scholarship Recipient

SEP 2016-AUG 2019

- Attained four years of valuable knowledge from acclaimed mentors
- Participated in academic programs such as Mathematical Modeling UC Santa Cruz and Computer programming at Haverford college.
- Spoke with academic officials and presented information in a professional manner

Girls Who Code

Programmer

AUG 2018-AUG 2019

- Worked with Python to solve various obstacles a company may have with its coding
- Used programming skills to program robots
- Coordinated with project members to create a polished final product that was displayed on GitHub
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House Cleaning

Cleaning Assistant

JUN 2016-AUG 2018

- Made sure all surfaces were cleared and organized
- Took care of laundry and organized clothes to optimize function throughout the week
- Tackled specified issues an employer may provide to ensure a smoothly operating household

Skills and Certifications

- MS Office
 - PowerPoint
 - C
- Excel
 - Spreadsheets
 - Python
- C#
 - C++