



Nadir Ovcina

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Objectives

To acquire a job that will continue my path in education and provide me with diverse and challenging work experiences.

Portland Spirit

2011-2014

110 SE Caruthers St, Portland, OR 97214

Customer Service Representative

- Worked with customers over the phone and in person
- In charge of closing and opening the office location, coordinating with 2 other locations, managing reports for the website including employment features, and helping with the weekly managers' meeting reports.

Whitman College Intercultural Center

2014-2016

345 Boyer Ave, Walla Walla, WA 99362

Intercultural Center Intern

- In charge of Glover Alston center building management and organizing admissions day events.
- Developed data mining through Excel of information collected from building management reports.
- Planned a joint Intercultural-Outdoors Program trip, experienced working with various administrative offices.

Walla Walla Chamber of Commerce

2015

29 E Sumach St, Walla Walla, WA 99362

Data Information Intern

- Researched and presented new streamlined tiered pricing system for Chamber services.
- Organized data mining power-point with statistical analysis for Chamber board members.

Walla Walla High School

2016

800 Abbott Rd, Walla Walla, WA 99362

College Entrance Assistant Intern

- In charge of counseling 25 seniors for post-graduation plans, ranging from helping with scholarships and college applications to creating resumes and assisting with career advancement.
- Assisted during "Academic Lab", a general tutoring space for students staying after classes, with a diverse set of subjects and classes represented.

Professional Education

2013-2017

Whitman College Walla Walla, WA

History & Philosophy Double Major

President of Sigma Chi Fraternity, 2016

- Established an Alumni Board for the Chapter

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References

Ercel Barnes Office Manager for Portland Spirit (503) 224-3900 ebarnes@portlandspirit.com	Rachel Hicks Gear-Up Site Manager-WaHi 509-526-8621 rhicks@wwps.org	Dr. Tom Davis Academic Adviser 509-527-5164 davista@whitman.edu
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