

# NATALIE R. GOMEZ

## YOUNG PROFESSIONAL

### EDUCATIONAL HISTORY:

#### UNIVERSITY OF CALIFORNIA, IRVINE

##### School of Social Sciences

Bachelor's Degree in Psychology  
Focus in Interdisciplinary Studies  
Graduated in 2019

### SKILLS & INTERESTS:

- Recruiting and On-boarding
- Event Management
- Communication and Active Listening
- Teamwork and Problem-solving
- Customer Service
- Conceptualization and Copywriting

### PERSONAL PROFILE:

Psychology graduate with experience in providing the highest level of customer service within different industries. Outgoing, and reliable with a constant curiosity for innovative ways to increase efficiency.

### WORK EXPERIENCE:

#### ADMINISTRATIVE RECRUITING ASSISTANT

##### Experiential, Inc. | Jan 2020-Present

- Source and phone screen qualified applicants using online databases
- Build relationships and move candidates through the recruitment pipeline
- Assist with new start and on-boarding procedures

#### EVENT MANAGEMENT INTERN

##### Contemporary Services Corporation | Jun 2019-Oct 2019

- Worked directly with event managers to plan and execute events
- Learned the logistics behind event management including scheduling, recruiting, payroll and human resources
- Supervised employees in groups of 5-25 during major sporting events and concerts

#### CAST MEMBER - HOSTESS

##### Disneyland Resort | Sept 2018-Feb 2019

- Provided excellent customer service while maintaining the "magic" throughout the guests' visit
- Utilized DineTime to check-in guests, make reservations and manage seating arrangements

#### COPY EDITING INTERN

##### UCI Applied Innovation | Apr 2017-Jun 2018

- Worked alongside experienced storytellers to lead marketing efforts for top tier brands
- Focus areas included Copy Writing and Editing, Digital Marketing Strategy, Brand Publishing and Project Management

#### PUBLIC AFFAIRS INTERN

##### OC District Attorney's Office | Jul 2017-Sept 2017

- Drafted public relations materials for high profile criminal cases such as press releases and media advisories
- Used social media to communicate with public while maintaining a high-level of confidentiality

### CONTACT INFORMATION:

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