

Natasha Igl

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OBJECTIVE: To gain experience working in an office with opportunities for editing and communicating while learning new programs. Also want to deepen communication and leadership skills.

EDUCATION: ST. NORBERT COLLEGE, De Pere, WI
Bachelor of Arts Degree, December 2018
Major: English with a Creative Writing Emphasis Minor: Media Studies GPA: 3.8/4.0

AWARDS: St. Norbert Dean's List Fall 2015 to Spring 2018
St. Norbert College Presidential Scholarship for Academics
Sigma Tau Delta English Honor Society, Honorable Mention at the 2017 Convention
Omicron Delta Kappa Leadership Honor Society

WORK EXPERIENCE:

Crew Leader/Trainer/Shift Manager (2018), Culver's, Neenah, WI, September 2012 to Present

- Facilitate duties to keep store clean and food at the highest quality as a Manager with a friendly attitude
- Problem solve and use interpersonal skills to interact with guests and any issues that pop up
- Train new employees both directly and through leading by example to uphold the Culver's expectations of a guest focused atmosphere that is friendly, open, and fun for all that walk through the door

Dish Supervisor/Cashier/Floor Supervisor, Ruth's Marketplace, De Pere, WI, August 2015 to Present

- Ensure that the dishes are properly cleaned and brought out in a timely manner to chefs and students
- Place people in designated spots that will end with a smooth transition for night's shut down
- Handle money and greet all that visit Ruth's Marketplace to provide an inclusive, welcoming atmosphere

English TA, St. Norbert College, De Pere, WI, September 2017 to Present

- Assist the English Faculty with copyediting, proofreading, research, and office tasks
- Design posters, advertise for upcoming classes and events, as well as create bonding events for English majors

Tech Bar Consultant, St. Norbert College, De Pere, WI, February 2018 to Present

- Help students with constructing WeVideos, navigating Google, and creating Domains/WordPress sites
- Write articles or create WeVideos on "how to" for Tech Bar

Proofreading Intern, Shadoe Publishing, Remote, January 2018 to July 2018

- Proofread short stories and novels in a timely, detailed manner with no supervision

Intern, 13th & Joan Publishing, Remote, May 2018 to Present

- Conduct and transcribe conference calls with clients
- Write blog posts and communicate with CEO of company and clients
- Proofread and edit novels in a timely, detailed manner with little to no supervision

LEADERSHIP:

Graphos, St. Norbert College, De Pere, WI, September 2015 to Present

Submitter, Selection Committee Member, Set-Up Layout, Copyeditor, Co-Editor (2017-Present)

- Attend weekly meetings, uphold and enforce rules and integrity of St. Norbert and the creative journal
- Draft the first copy of *Graphos* and correspond with other members on proofreading
- Meet deadlines and delegate layout and copying tasks to other members while overseeing it all

Electric Company, St. Norbert College, De Pere, WI, April 2016 to Present

Secretary (Spring 2017 to Present), Co-Homecoming Chair (Spring 2017 to 2018), Fraternity Relations Chair

- Attend weekly meetings and take notes of all that is discussed before sending out a detailed recap of the meeting
- Organize group's involvement in all activities and interactions with other social groups

Also President of Sigma Tau Delta's SNC Chapter, Omicron Delta Kappa, and the President of Knitting Knights

See my website at ignat.com for further information about myself.