

NATALIE MELTON

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Work Experience

- 2006-2008 **5 SEASONS BREWING CO.** **ALPHARETTA, GA**
Server/Bartender (2007-2008)
› Part of a dynamic restaurant group specializing in organic cuisine and micro-brewed beer
› Catered events such as wedding rehearsal dinners and holiday parties
Hostess (2006-2007) **SANDY SPRINGS AND ALPHARETTA, GA**
› Answered phones and made reservations for guests
› Organized seating arrangements
› Contributed in planning and execution of private events and parties
- 2004-2005 **TEAM TRIVIA** **ATLANTA, GA**
Scorekeeper
› Part-time employment at an increasingly successful national trivia company while attending school
- 2004 **CARIBOU COFFEE** **ATLANTA, GA**
Barista
› Prepared coffee beverages to order
› Demonstrated valuable multi-tasking and customer service skills
- 2001-2003 **PANERA BREAD COMPANY** **ATLANTA, GA**
Associate Trainer
› Provided customer service and prepared baked goods
› Trained employees and management for new locations
- 1998-2000 **THE MUSEUM COMPANY** **ATLANTA, GA**
Sales Associate
› Created displays of merchandise including jewelry, statuary, and gifts
› Developed and honed customer service skills in a retail environment

Volunteer Experience

- 2009 **HANDS ON ATLANTA** **ATLANTA, GA**
› Actively involved in finding a variety of volunteer opportunities in the Atlanta area
- 2009 **THE CHASTAIN MEMORIAL PARK CONSERVANCY** **ATLANTA, GA**
› Perform general office administration duties
› Help to maintain the natural beauty of the park

Education

- 2002-2006 **GEORGIA STATE UNIVERSITY** **ATLANTA, GA**
Bachelor of Arts in French with a concentration in International Business. Received diploma of French Business from the Chamber of Commerce and Industry, Paris. Coursework in marketing, economics, accounting, and calculus, as well as literature, anthropology, and Japanese. Awarded HOPE scholarship for academic achievement.

Technical

Web production: (X)HTML, CSS
Microsoft Word, Excel, Powerpoint

Personal

Enjoys working with children, has dedicated spare time to nannying and babysitting. Certified Advanced Open Water SCUBA diver. Loves to travel and explore new cultures and languages.