

# Natalie Wong

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## EDUCATION

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**Skidmore College**, Saratoga Springs, NY

Expected Graduation May 2026

Major: Bachelor of Arts in Sociology

Minor: Gender Studies

GPA: 3.2

**Study Abroad**, CIEE Arts & Sciences, Seoul, South Korea

Fall 2024

**Study Abroad**, DIS Copenhagen, Denmark

Spring 2025

## MARKETING / RESEARCH EXPERIENCE

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**Sales Associate/Administrative Assistant at Trendy Eyes Optometry**, Manhattan Beach, CA

May – August 2024, 2025

- Designed and produced weekly advertisements using DemandForce to communicate the brand aesthetics of luxury eyewear lines such as Jacques Marie Mage and DITA.
- Contributed to achieving the store's \$10,000 sales target for June 2024, June 2025, and July 2025 through high-volume customer engagement—assisting 15–20 customers per 8-hour shift—and delivering exceptional service and productivity as part of a collaborative team effort.
- Managed daily administrative work such as patient scheduling, insurance coordination, and vision care support by answering patient questions and ensuring smooth, timely service using strong organizational and time-management skills.

**Graphic Design Assistant for TEDx Fullerton**, Los Angeles, CA

July 2025

- Designed 10 event-themed flyers in Canva Pro, aligning with the events theme to showcase speaker bios and photos.
- Created three different prototypes for my supervisor to choose from to show maximum creative opportunity.

**Research Internship at KY Community Center**, Los Angeles, CA

June – August 2024

- Independently conducted research three times a week to inform strategic improvements to the existing community programs: Community Development and Planning Program and the Development Planning and Storytelling Program.
- Analyzed community trends to uncover demographic gaps—such as language proficiency, vehicle access, and housing rates—enhancing the accuracy and inclusivity of the community profile.
- Developed and presented a final project proposal to supervisors that included actionable solutions, sustainability planning, and a comprehensive resource guide and contact list to support ongoing implementation.

**Social Media Intern for CIEE Study Abroad**, Seoul, SK

September – December 2024

- Collaborated with CIEE as a student content partner to produce four blog posts that authentically documented my study abroad journey, aligning with the organization's brand to inspire and inform prospective students.
- Hosted biweekly Instagram takeovers showcasing useful travel tips to engage fellow study abroad students.

## CAMPUS INVOLVEMENT

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**Office Assistant, Off-Campus Study Abroad and Exchanges**

September 2025 – Present

- Designs and executes digital marketing materials—including flyers, PowerPoint presentations for student-led panels, and Instagram stories/posts—that increases event visibility and student engagement on campus.
- Assists OCSE staff with all administrative needs including but not limited to data entry, copying and scanning, monitoring, triaging and responding to incoming emails to the OCSE account.
- Conducts campus outreach promoting Skidmore study abroad programs once a week to 5 to 15 students as well as various faculty members by hosting info meetings, pre-departure orientations, and re-entry events.

**Head Arts Tour Guide, Skidmore Admissions**

March 2023 – Present

- Trains new Arts Guides, attends various Art Department meetings to update any and all information regarding the Skidmore Arts Program, and leads information sessions for prospective students and families as the Head Guide.

**Member, Rithmos Dance Club**

September 2022 – Present

- Performs at 5 to 7 club events a year, choreographs and teaches jazz and hip-hop performances throughout the year
- Hosts Fall and Spring dance workshops for 30–40 students

## SKILLS

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Computer: Microsoft Office Suite (Excel, Word, PowerPoint), Stata

Digital Communication: Microsoft Teams/Outlook, Slack, Trello

Design: Canva Pro, Adobe Creative Cloud (Photoshop, Illustrator, Acrobat)