

**NATHALIE WILKES**

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225 Rock Springs Road, Lula, Georgia, 30554 \*(770)-539-3657

**EDUCATION:**

**University of North Georgia**, Gainesville, Georgia

• B.S. (December 2016) Major: Psychological Science, Minor: Sociology

• A.A. (May 2015) Major: Psychology

• Relevant Coursework:

- |                                 |                                 |                    |
|---------------------------------|---------------------------------|--------------------|
| • Psychological Science         | Quantitative Methods Psychology | Neuroscience       |
| • Cognitive Psychology          | Spanish                         | Statistics         |
| • Technical Communication       | Fundamental Law                 | Deviance           |
| • Legal Environment of Business | Abnormal Psychology             | Political Science  |
| • Personality Psychology        | Child psychology                | Sociology of Death |
| • Interpersonal Relationships   | Social Psychology               | Cross Cultural     |

**ACHIEVEMENTS:**

- Phi Theta Kappa- National Honor Society for academic achievement.
- Psi Chi- International Honor Society in Psychology
- Deans List- Fall 2014, Spring & Fall 2015, Spring 2016
- UNG G.P.A 3.67

**LANGUAGES:** Languages- conversational French, intermediate Spanish. I translated French and English, while negotiating buying for retail chains at international expositions at New York City retail, business functions.

**WORK EXPERIENCE:**

STACY WILKES TRUCKING, Lula, GA.

(Leasing through Grammar Industries) \*CRYOGENICS

LOGISTICS MANAGER, January 2008 to Present

- Built and manage a small business in U.S. and Canada.
- All small business taxes in Logistics.
- Quarterly IFTA.
- Georgia State Licensing in almost all states. (Alaska included).
- Marvin Johnson Insurance.
- 2290 Heavy Vehicle Usage Tax.
- Department of Transportation regulations.
- Audit permits for cities for hazmat across the country and Canada
- Audit weekly settlements: such as rate of pay, fuel, fuel surcharges, load pay, deductions, split loads, detention times etc.
- Purchasing safety equipment.
- Successfully completed Daley’s Truck driving course.

TATSUMI INTERMODAL U.S.A., Gainesville, GA

**(Plant Manager, Arrik Williams 404-392-7919)**

ADMINISTRATIVE ASSISTANT LEAD, December 2005 to May 25, 2011

- Weekly scheduling for overseas bookings.
- Set up appointments with freight forwarders.
- Create vanning plan templates for booking information.
- Email shipment documents to freight forwarders & overseas distributors
- All outgoing DHL and FED EX shipments for the company.
- Arrange LCL shipments with forwarders and trucking.
- Contact dispatch when appointments aren't met to reschedule.
- Create/ Input File numbers for both commodities companies.
- End of Month Cache Monthly process Stock carry over.
- Monthly duty back engine reports for KMA.
- Enter new plans for next day.
- Input finished goods into AS400.
- Email accordingly if a discrepancy.
- Process international shipments, shippers information sheets,
- Declarations,
- Starr marine international insurance processing.
- Create open order reports daily.
- Air shipments.
- Scan finished goods , packing report for end of the day.
- Inbound and outbound paperwork also,
- Receiving of parts.
- Order supplies such as office supplies and wooden pallets and crates
- Supervised all the temporary employees in front office.

**RESEARCH:**

Wilkes, N., Lopez-Segura, L., Cardoso, S., Poole, R. (2016). Perception of Attractiveness and Success Due to Cosmetics Use on Hispanic Women. Unpublished manuscript, Department of Psychology, University of North Georgia, Gainesville, Georgia.

Wilkes, N., Lopez-Segura, L., Cardoso, S. (2016). Attention and Memory for Auditory and Visual Stimuli. Manuscript in preparation, Psychological Science, University of North Georgia, Gainesville, Georgia.