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# NATALIE HUTCHINSON

## CONTACT

(214) 783-6390  
nataliehutch77@gmail.com  
Atlanta, GA

## PROFESSIONAL SKILLS

- Leadership
- Project Management
- Creative Thinking
- Problem-solving
- Collaboration
- Motivation

## AFFILIATIONS

- Member: Georgia Tech Student Alumni Association
- Membership Development Committee: Kappa Alpha Theta
- Member: Georgia Tech Model UN
- Government Relations Committee: Georgia Tech Student Government Association
- Member: Georgia Tech Debate Team
- Member: Sports Business Association

## AWARDS

- Salutatorian
- Georgia Tech Dean's List
- Georgia Tech Faculty Honors Award
- Ledger Enquirer Page One Award

## REFERENCES

**MARK PARKER**  
Mount Rushmore Retail Manager  
(605)-484-3177

**MARITZA ALAMO**  
Page One Scholarship Mentor  
(706)-580-6228

**VICKY SIMPSON**  
Harris County District Attorney's Intern Coordinator  
(706)-575-8827

## PROFESSIONAL SUMMARY

Motivated college student, currently enrolled and seeking an opportunity to apply skills in problem-solving, linguistics, and collaboration to meet challenging assignments and support a team. Excellent at communicating, writing, and editing. Keen attention to detail and focused on meeting deadlines.

## EXPERIENCE

### LEGAL ADMINISTRATOR

Kevin Patrick Law | Oct 2021-Present

- Collaborated with coworkers to establish meetings with clients
- Interpreted documents in order to build cases for Attorney
- Create marketing outreach to promote Attorney.

### RETAIL ASSOCIATE

Mount Rushmore National Park | Apr 2021 - Aug 2021

- Communicated with customers to locate items
- Restocked shelves and organized items
- Operated checkout counter

### RANCH WORKER

Rockin R' Trail Rides | May 2021 - Aug 2021

- Assisted guests with scheduling and preparation for ride
- Served as a guide for guests on trail rides
- Assisted with post-ride operations

### INTERN

Harris County District Attorney's Office | Jan 2020 - May 2020

- Built and filed cases in Tracker Program
- Assisted the District Attorney in jury selection
- Prepared the docket for trials

### TUTOR

Self-Employed | Sep 2018 - May 2020

- Areas of Teaching: Algebra, American English Literature, Chemistry, American Government, Economics, and Geometry
- Translated complex ideas into more easily understandable concepts

## EDUCATION

### BACHELOR OF SCIENCE

Georgia Institute of Technology | Jun 2020 - May 2024

- Double major in International Affairs and Modern Languages with a focus in Spanish
- Double Minor in Psychology and Social Justice
- GPA: 3.81

## LEADERSHIP

### FOUNDER

Spanish Cultures Club | Aug 2019 - May 2020

- Educated elementary school students on Spanish cultures around the world in order to promote cultural awareness

### VOLUNTEER

Valley Rescue Mission | Dec 2017 - Mar 2020

- I assisted in the organization of a Christmas Toy Drive for low income families. I also served meals weekly to low-income individuals.