

# NATALIE GINTERT

[ngintert@gmail.com](mailto:ngintert@gmail.com) or  
[330-307-0213](tel:330-307-0213)

**Profile** A skilled media production and program coordinator who effectively manages multiple programs demands simultaneously.

## Skills

- Project Management
- Program Design
- Budgeting
- Program Evaluation
- Volunteer Supervision
- Microsoft Office Suite

**Education** **KENT STATE UNIVERSITY**, *B.S. in Electronic Media Production*  
**OHIO STATE UNIVERSITY**, M.L.T. expected Spring 2018

## Experience

**OHIO STATE UNIVERSITY, JOHN GLENN COLLEGE**

*Program Manager*, January 2011 – Present

- In charge of operations, purchasing, curriculum, and marketing for The John Glenn Certificate in Public and Non-Profit Leadership, an 9-month certificate program with 50 plus students, and over 30 contracted instructors.
- Produce marketing materials and advertisements for Management Advancement for the Public Sector (MAPS) program, through campus and off-campus advertisements, customer communications, and other marketing plans.
- Facilitate training on the university's learning management system for Public Safety Leadership Academy (PSLA) students.
- Manage the Ohio City/County Managers Association (OCMA) website content, marketing materials, bi-monthly newsletter and assist in the design and functionality of the website.
- Administer billing and collection of funding for the Management Development Programs (MDP) with a budget of over \$500,000.

### **BEST BUY**

*Product Process Customer Service Associate*, Sept. 2008 – December 2010

- Ensured departments were continually stocked and replenished based on customer demand and set up of marketing displays were accurate and fully functional.
- Partner with other employees to ensure customers' end-to-end needs for are met.

### **GORANT CANDIES OF WARREN**

*Cashier and Key Holder*, January 2005 – September 2008

- Responsible for nightly management of money, other customer sales personnel, and proper closing of retail business.
- Prevented loss of key customer accounts ensuring client satisfaction and trust, and solving problems related to large orders.