

# NATASHA CONTI

## PROJECT MANAGER & ADMINISTRATOR

## OBJECTIVE

Part-time hybrid or remote work in project management or an administrative position, particularly in a creative, educational, or mission-driven company.

## SKILLS

HIGHLY INTERPERSONAL  
DETAIL-ORIENTED  
COMMUNICATIVE  
ORGANIZED  
EFFICIENT  
CREATIVE  
EXPERIENCED IN REMOTE WORK  
PROFICIENT IN:

- GOOGLE SUITE
- MICROSOFT 365
- INDESIGN
- NOTION
- TRELLO
- TODOIST
- CONVERTKIT
- MAILCHIMP
- SQUARESPACE
- ZOOM
- SLACK

## EXPERIENCE

### Associate Wedding Coordinator

MAY 2022—PRESENT  
NEW YORK CITY &  
GREATER NEW YORK AREA

### THE UNION STUDIO & FREELANCE

- Assists in coordinating weddings with budgets up to \$350,000
- Specializes in working directly with couple and bridal party to ensure a smooth and enjoyable event
- Supports the execution of entire event timeline, including multiple vendors, from set-up to breakdown: food service, hair/makeup, decor, lighting, florals, photographers/videographers, DJs, and officiants

### Director of Education

NOV 2021—APRIL 2023  
REMOTE

### FORCING FUNCTION

- Planned curriculum and managed two online courses for CEOs, Executives, & Investors
- Project managed a team of four, plus onboarding, contracts, and communication with vendors and clients; maintained company calendar and management tools in Notion and Google Suite
- Ensured all company systems and operations were efficient and timely
- Managed production for *Forcing Function Hour*, a podcast interviewing high performers across disciplines. Forty episodes, 12,000 downloads. Hosted on Captivate and YouTube
- Facilitated online webinars and appearances for audiences up to 500 and live workshops for up to fifty participants
- Developmental- and copy-edited educational articles, email courses, and newsletters (articles with views up to 21,000, newsletter audience 8,000 on ConvertKit)
- Screened candidates, hired, onboarded, and trained the Executive Technical Assistant
- Contributed to the design, copy, and narrative of the company's webpage & marketing funnel

### Project & Course Manager

SEPT 2019—OCT 2021  
HYBRID: NEW YORK CITY

- Designed and built the Team Performance Training dashboard in Notion and Review & reVision in Maven; launched both courses; created educational worksheets in Notion, Google Suite, and Adobe InDesign
- Built company operations hub in Notion, including calendar, projects, tasks, resources, & SOPs
- Created and maintained a resource library of recommended materials for clients
- Spearheaded transition from Mailchimp to Convertkit, including building out automations, interest lists, and evergreen drip campaigns

### Executive Assistant

SEPT 2018—AUG 2019  
HYBRID (IN-HOME):  
NEW YORK CITY

- Edited the ninety-page workbook *Experiment Without Limits* (PDF and CreateSpace paperback)
- Assisted with a wide variety of professional and personal tasks, including copyediting, maintaining company and personal finances, personalized travel guides, personal shopping & research, event and workshop support, vendor and client relations

# NATASHA CONTI

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## REFERENCES

Available upon request.

## EXPERIENCE

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**Theatre Instructor**  
AUG 2015—MAY 2018  
MISSOULA

### UNIVERSITY OF MONTANA

- Taught as Instructor of Record: Dramatic Literature (235), Stage Makeup (249), Intro to Acting (120—non-majors), Intro to Theatre Online (101—Gen Ed); Teaching Assistant: Acting 1 (220—majors) and Theatre History II (331—Upper division writing credit)

**International Baccalaureate  
Diploma Programme  
Coordinator**  
JULY 2012—JUNE 2015  
TUCSON

### CHOLLA HIGH SCHOOL

- Coordinated all aspects of the Diploma Programme and the IB Prep programme, including proctoring and scheduling examinations, school policies, class scheduling, student recruitment and enrollment, parent communication, and community outreach; ensured all aspects of the programme met rigorous international and state standards and federal desegregation order requirements
- Maintained the IB portion of the school budget, up to \$1,000,000 in 2015, including sourcing vendors, acquiring quotes, and creating requisitions through PeopleSoft
- Assisted school administration in hiring, evaluation, and professional development of all teachers; managed up to thirty IB DP and Prep faculty; organized IB certification for staff, including all travel arrangements
- Facilitated student achievement in the IB's rigorous coursework, particularly for underrepresented and low-income students; increased total enrollment of IB students, up to 440 in 2015 (24% of the school)
- Facilitated parent-teacher conferences; represented the programme at district & school board meetings
- Participated in several district-level committees, most notably helping analyze the Gifted & Talented services offered district-wide (over 60,000 students) to assist the Director of Desegregation
- Collected, analyzed, and presented data associated with the IB programmes in order to improve implementation and ensure compliance; created extensive materials with Microsoft Office
- Orchestrated and successfully completed the rigorous IB Five Year Review process and documentation
- Taught International Baccalaureate English A1 Higher Level (Juniors and Seniors), Senior Latino Literature, Senior English, Sophomore Honors/IB Prep English, Sophomore English
- Maintained a pattern of high student achievement on both IB exams and AIMS (state achievement exams)

**English Teacher**  
OCT 2007—MAY 2012  
TUCSON

## EDUCATION

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**MFA in Acting**  
2018

### UNIVERSITY OF MONTANA

**BS in Theatre**  
2006

### NORTHERN ARIZONA UNIVERSITY