

# NATALIE VENZON

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## OBJECTIVE

Seeking opportunities to apply strong communication, networking, and organizational skills to support marketing and outreach initiatives.

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## EXPERIENCE

### STUDENT CALLER | UNIVERSITY OF HAWAI'I FOUNDATION

2024 - 2025

- Engaged alumni and parents to build long-term relationships and secure support for university programs.
- Conducted fundraising campaigns, raising awareness for school-specific initiatives.
- Created media content for the UH Foundation page to increase engagement.
- Researched funding opportunities and collaborated with Deans and Directors to align donor interests.

### TEAM MEMBER | POKE KING

2023-2024

- Prepared ingredients and maintained compliance with food safety standards
- Ensured cleanliness and adherence to health regulations
- Assembled custom orders and managed inventory restocking
- Provided efficient, customer-focused service

### HOSTESS | PEAVINE TAPHOUSE

2022 - 2023

- Provided exceptional customer service by welcoming and seating guests with professionalism.
- Managed high-volume responsibilities including hosting, delivering food, processing online orders, and supporting kitchen operations.
- Maintained restaurant systems (TOAST) by managing reservations, optimizing seating logistics, and processing transactions.
- Ensured a clean, welcoming environment by bussing tables and assisting staff in maintaining operational flow.

## CONTACT

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Reno, NV

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## ABOUT ME

I am passionate about public relations, fundraising, strategic communications, and marketing, with hands-on experience in alumni engagement, event coordination, and customer service.

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## EDUCATION

### UNIVERSITY OF NEVADA

Expected Graduation 2028

B.S Marketing,  
Minor Communications

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## SKILLS

Mail Merge (Microsoft & Excel)  
Fundraising & Network Strategies  
Point of Sale (POS) Systems  
Team Collaboration  
Customer Service

