

Natalie Sinclair

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sincna01@gettysburg.edu

Skills

Exceptional communication skills, with experience in collaborative and independent settings Proficient in Microsoft Office suite and Google Drive. Sufficient in statistical analysis on SPSS. Proficient in web design in WordPress, and digital tools including Voyant Tools and Thinglink.

Relevant Experience

YouthWorks/ Volunteer

June 2016– Welsh, WV

Organized donated inventory of local food bank. Coordinated food distribution events.

June 2017– Onancock, VA

Renovated greenhouse facilities of local food bank and organized inventory.

Provided maintenance on exterior house and yard of community members.

Supervised daycare activities and arranged transportation to and from the daycare.

June 2019– Adirondack, NY

Renovated exteriors of cabins and facility buildings. Began barn renovation through organization and transportation of materials and equipment.

The Pittsburgh Project/ Volunteer

June 2015– Pittsburgh, PA

Rehabilitated community member's home, through electrical wiring, installing kitchen tiles, and painting. Assisted in hosting community dinner.

Education

Gettysburg College/ Sociology major, Business and Women, Gender and Sexuality Studies minors

August 2019 - May 2023– Gettysburg, Pennsylvania

Cumulative GPA: 3.75/4.00, Major GPA: 3.71/4.00

Dean's Honor List Recipient: Spring 2020-Fall 2021

Study Abroad Program: DIS Copenhagen

Relevant Courses: Race and Ethnicity, Global Sexualities, Environmental Health,

Gender Perspectives on Human Rights, Prostitution and Sex Trade in Europe

Additional Work Experience

The Bullet Hole/ Student Employee

August 2020 - Present– Gettysburg, Pennsylvania

Processed cash register translations, utilizing a POS system. Followed procedures for safe food preparation, assembly, and presentation.

Wawa Inc./ Customer Service Associate

January 2019 - Present– Exton, Pennsylvania

Handled money through cash register transactions. Engaged in daily customer interactions, often answering inquiries and quickly solving problems as they occurred. Improved fundamental food and kitchen safety.