(614)668-9302 **Natalia Rose Welton-Torres** nweltont25@gmail.com

**EDUCATION**

Bachelor of Science,May 2019 High School Diploma, May 2015

Kent State University, Kent, Ohio Hamilton Township High School, Columbus, Ohio

Major: Aviation Management

Aircraft Dispatch License, Expected February 2020

**SIGNIFIGANT SKILLS**

Language: Fluent in Spanish and English

Computer: Hotel and Aviation Reservation Programs, Microsoft Office. Library Information Technology

**INTERNSHIP**

Monterey Fuel Company, Del Monte Aviation, Monterey, California, May 2018 – July 2018

* Assisted Customer Service greeting customers, maintained awareness of incoming/outgoing aircraft, made reservations
* Supported Line Service by refueling aircraft, marshalling, GPU, lavatory service, towing and fuel quality control
* Processed fuel sales/invoices and maintained activity logs

**WORK EXPERIENCE**

Office Manager, Blue Designs, Upper Arlington, Ohio, August 2019 – Present

* Maintain office by organizing operations and procedure, designing filing systems, reviewing supply requisitions
* Handel accounting responsibilities through Design Manager software for proposals, invoices, and paying bills

Library and Media Services,University Libraries, Kent, Ohio, August 2015 – May 2019

* Provided updates to library faculty and public computers when needed
* Repaired basic issues with library printers, display screens and faculty computers

Front Desk Clerk,Hilton Garden Inn Hotel, Grove City, Ohio, May 2016 – May 2017

* Provided exceptional guest service by checking guests in/out, directing guests in person and over the phone
* Resolved problems that would come up and handle them efficiently and professionally

**LEADERSHIP EXPERIENCE**

President of Kent State Business Aviation Association, Kent State University, Kent, Ohio, August 2017 – September 2018

* Founded first student chapter of the Ohio Regional Business Aviation Association (ORBAA)
* Created organization bylaws, recruited organizations members and board members
* Organized fundraising events and scholarship for organization funds

**COMMUNITY SERVICE**

Manage Free Clothing Closet, Holt Crossing Intermediate School, Grove City, Ohio, August 2012 – Present

* Managed and organized clothes racks for students and their families during school open house events

Server/Cleaner, Loaves and Fishes Ministries (November 2108 – March 2019)

* Serve free lunch Sunday afternoons and cleaned tables and trays

**HONORS/ ACTIVITIES**

* Member NBAA & Ohio Regional Business Aviation Association (August 2017 – Present)
* Recipient National Business Aviation Association Leadership Conference Scholarship (February 2018)
* Recipient Ohio Aviation Association, Norman J. Crabtree Scholarship (March 2017)