

# natasha antoinette simmons

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**PERSONAL STATEMENT**

### PROFESSIONAL EXPERIENCE

Enthusiastic and committed professional in the journalism industry with relevant experience in hospitality and retail services. Looking forward to always provide a high-quality service and remarkable client experiences and contribute significantly to the organization’s development.

2026 - **Order Fulfillment Associate**  
Home Depot · Services Desk/ Store Support  
Responsible for ensuring accurate and timely processing of orders, picking and packing products, and preparing shipments for delivery.  
Time management and problem solving skills gained in rewarding challenges

2023 - **Merchant Seller**  
Flea Market · Vendor Department ·  
· Managed and developed high value sales territories  
· Worked autonomously to develop and deliver growth strategies that worked  
· Built client relationships, managed orders and provided support  
· Liaised with remote team members across the tri state region

2022 - 2023 **Content Curator & Customer Service Officer**  
MovieHunt App· Social Media Department · Remote, New York, NY HQ  
· Developed and maintained strong client relationships  
· Organized all social media posts for the editorial department  
· Approved all content to be posted on social media  
· Attended conferences as a representative of the company before folded

2013 - 2022 **Multimedia Journalist, Features Reporter & Communications Correspondent**  
Bowling Green Daily News · News Department · Bowling Green, KY  
Engaged with readers and clients online in a fast paced newsroom  
Maintained four news packages per week ahead of deadline  
Managed social media accounts, created content for daily posting  
Increased social media following of millennial and gen z market

2010 - 2011 **Seasonal General Employee (Lobby Attendant, Banquet Server, Dishwasher, Concierge)**  
Holiday Inn· Bowling Green, KY  
• Responsible for front desk, ballroom, restroom and kitchen cleanliness and free of hazards  
• Manage time effectively to ensure dishes are served within established deadlines

### EDUCATION

2009 - 2013 **Bachelor’s of Arts News Editorial Journalism, minor Gender Studies**  
Western Kentucky University, Honors College, magna cum laude

2005 - 2009 **Commonwealth of Kentucky**  
Warren Central High School, 4.1 GPA

### CERTIFICATION

**New York University: Music Industry Essentials June 2024**  
**National Radio Talent Institute: Radio Advertising and Marketing June 2013**  
**Certification**

### SKILLS & EXPERTISE

SOFTWARE	Nikon and Canon camera systems		Point of sale
	Social media management		Copywriting
	Editing		Google Docs
SOFT SKILLS	Client relations	Self-starter	Time management
	Customer service	Quick learner	Payment processing
	Conflict resolution	Collaborating	Decision making
	Multitasking	Team leadership	Easily approachable