


# Samiksha Natesan

## Student

### Contact Info

 (973) 800-6689

 samikshacollegel@gmail.com

 <https://www.linkedin.com/in/samikshanatesan/>

### Skills and Abilities

- Critical Thinking
- Communication
- Collaborative Problem Solving
- Adaptability and Flexibility
- Research Analysis
- Microsoft Excel and Excel Pivot Tables

## Work Experience

### ADMINISTRATIVE ASSISTANT AT ASTRAGLASS INNOVATIONS

• 6/20 - 8/20 • 6/21 - 8/21 • 5/22 - 8/22

- Digitized files
- Used Microsoft Excel to calculate company expenses.
- Sent emails to clients about essential forms.
- Communicated with other employees to assist with their tasks.
- Screened incoming telephone calls, routing to appropriate personnel.
- Maintained files and filing, keeping sensitive information confidential.

### ORIENTATION LEADER AT RUTGERS UNIVERISTY

• 6/23 - 9/23

- Program Facilitation: Led and conducted meetings with groups of 10-20 incoming students. Relayed information about Rutgers University entertainingly, connected students to necessary resources and facilitated team-building activities.
- One-on-one Peer Mentoring: Worked with incoming students. Answered questions about school, gave personal advice, and addressed concerns using honest positivity.
- Adaptability and Problem-Solving: Adapted to unexpected, challenging situations, constant orientation schedule changes, and effectively resolved student conflicts.
- Time management: Navigating a demanding schedule through successfully balancing event preparation, execution, and follow-up responsibilities.
- Team Collaboration: Worked with Orientation Leaders and professional staff to provide the best possible experience for students.
- Academic Advising Assistance: Assisted students with scheduling classes using WebReg, advised students on courses to take and provided information about different academic schools in Rutgers. Advising took place in rooms with up to 50 students in a fast-paced environment

## Academic Profile

### RUTGERS UNIVERSITY

Bachelor of Arts in Linguistics • 9/20 - Present

Bachelor of Arts in Cognitive Science • 9/20 - Present

- Research assistant in phonetic research of Russian speakers in Kazakhstan
- Mock research proposal paper writing
- Volunteering at blood drives hosted by Rutgers University Blood Initiative