

Natalie Cardona

3833 Vincent Court, Castro Valley, CA 94546

Nmcardona123@gmail.com Ph: 5103147480

Professional Summary

Thank you for taking time to read this. I look forward to being an integral part of the team !

Skills

Experience

Personal Assistant Marissa & Max Burton of MATTER I currently still work for this team once or twice a week. I am their personal assistant handling anything from home items to office organization. I have a strong attention to detail and I help their lives run more smoothly.

Party Assistant MATTER - (PeerSpace Venue Party rental) For over two years we rented our venue space for many various parties in the Mission, San Francisco using PeerSpace and other booking sites to gain clients. We hosted many successful parties including corporate events, birthdays, weddings, baby showers, musical events, etc etc. I typically was the hostess of the party handling all details with the client from start to finish. My duties would range from party set up, decorating, catering assistance, catering service, bartending, managing the service team, managing the entertainment and lighting set up, and party clean up. I would typically be on hand throughout the duration of the party to help the client with whatever they required. Client after client gave me excellent ratings and I'm certain I helped make these events truly memorable and special.

Catering Server Chef Cynthia Bloebaum I worked as a catering server with this wonderful Chef Cynthia. I have a strong attention to detail and I would help set up the party and food in an elegant way, greet guests, pass hor'doeuvres, simple bartending, dinner service, dessert display, clean up and pack out. I've worked in all elements involved with catering including occasionally pre food prep at the base kitchen and also food delivery. My favorite part is party set up and service intermingling with the guests.

Self Starter

Professional & Friendly

Quick & Efficient

Available nights & weekends

Detail oriented

Prompt & Organized

Great addition to a team !

Yes I have my own transportation

Aug 2014-Present San Francisco, CA

Jul 2015-Jan 2018 San Francisco, CA

Jul 2015-Jan 2017 Berkeley, CA

Feb Event Organizer

2010-Jun 2014 We Are CA Grown

Santa Cruz, CA At this sport and lifestyle company I handled special events. I organized meetings, conferences, off site conventions, fundraisers, sports events and warehouse sales events. My favorite part was organizing the entertainment and catering parts of these events. I only left this company because I moved up to the Bay Area.

Education

Associate of Arts: Liberal Arts

Jun 1993 Long Beach City College LAC Campus

Long Beach, CA