

*Natasha Novak*

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## EMPLOYMENT HISTORY

Sylvan Learning Center  
Administrative Assistant/Teacher  
Recruit new clients, and maintain positive relationships. Setting up and running community events to promote our services. Providing clients excellent customer service in a fast-paced environment. Maintaining daily schedules for students and directors. Updating student programs and gathering all materials needed for each student. Ensure operation of equipment by completing preventative maintenance requirements. Maintain supply inventory. Conduct structured tutoring activities with individuals in small groups that promote learning and motivate students to improve academic skills. Provide general assistance to classroom teachers/after school staff by working with individuals who need extra help. Develop and maintain consistent communication with on-site supervisor regarding progress of students.

## EDUCATION

California State University, Sacramento SB 2042 Multiple Subject Teacher Credential  
California State University, Sacramento BA Liberal Studies