

*Natasha Novak*

2049 Pasqual Drive

Roseville, CA 95661

(916) 765-2339 cellular

Natashasnovak@gmail.com

## EMPLOYMENT HISTORY

Placer County Health and Human Services

September 2013 – present

## Client Services Program Specialist II

Interview applicants for programs and services. Assisting applicants in the completion of applications, financial disclosures and declaration forms necessary to process applications. Determine and request necessary verification to accurately evaluate applicants. Interpret and explain designated programs, regulations, obligations and procedures to participants.

Sylvan Learning Center

January 2010 – August 2013

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