

# Natasha Davis

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## Sales & Customer Service

*"Creating synergy to achieve interdependent success."*

### Objective

To obtain a professional position in a business with solid infrastructure, where I can utilize my skills and abilities to complete fast-paced projects and deadlines. Bilingual, Spanish.

### Summary

I'm a driven, self motivated professional looking to blossom while exceeding company expectations.

### Education

Columbia Southern University of Alabama, MBA	2017-Present
California State University of Sacramento, BA	2003
American River College, Sacramento, AA	2001

### Employment

**Realtor, EXP Realty, Rocklin CA** 03/2016 – Present

- Work with buyers and sellers to buy and sell real estate in Sacramento and Placer County.
- Hold open houses and research areas to better serve buyers with knowledge during their purchase process. Database management. Create workshops with partnering lenders.
- Social media marketing on LinkedIn, Instagram, Facebook and Twitter.

**Bartender / Server, Bunz Sportsbar, Sacramento CA** 08/2013 – 08/2016

- Stock all items for bar and prepare for the day. Multi-task drink and food orders and serve the restaurant patrons. Handle large amounts of cash responsibly. Upsell food and beverages.
- Answer the phone and place to go food orders. Work with vendors to re-stock inventory.

**Project Manager, Four Seasons Painting, Roseville CA** 05/2013 - 09/2016

- Set appointments for Paint Estimates. Train on Estimating. Type Proposals. Follow up with customers for sales. Help customers choose paint colors for interior and exterior paint.
- Schedule painting projects according to expected completion dates. Order paint and supplies. Deliver product as needed. Track employee productivity, inventory and work.
- Maintain business relationships. Create business forms and templates as needed. Keep company on track with target dates and goals. Negotiate payments on accounts receivable.

**Bartender / Server, Phoenix Casino, Sacramento, CA** 05/2011 - 09/2012

- Work in a fast pace environment and handle large amounts of cash. Maintain bar and check on casino patrons throughout the shift.
- Serve food and cocktails and upsell appetizers and desserts.
- Open bar and prepare for the day and prepare condiments and garnishes for incoming bartender/server.

**Project Manager / Business Developer, Sushi Kingz 24hrz, Hollywood, CA** 01/2009 - 04/2011

- Completed ALL the start-up business needs and paperwork to establish the \$500k company.
- Developed, planned and implemented business strategies for start-up goals and deadlines.

- Secured domain name and incorporated the business; established Federal and State Tax Identifications. Pulled permits. Researched & established constructions hardships.
- Assisted architect to design plans with continuous revisions while assuming General Contractor responsibilities for construction. Met with all local and county departments including: Building, Planning, Zoning, etc. to satisfy pre-construction requirements.
- Interviewed, screened and hired various contractors. Managed and trained new employees.
- Negotiated with all vendors and contractors to get the best possible rates for service.
- Saved the company over \$150k by researching and taking the initiative to complete tasks without supervision. Evaluated information to determine compliance and standards.

**Executive Assistant / Research Analyst, Vintage Pop Media, Hollywood, CA** 11/2010 - 04/2011

- Worked directly with the Executive Producer to plan and implement production schedule and interviews for film documentary. Researched and cross-referenced possible people involved in the subject matter for the documentary to make sure continuity was maintained.
- Sourced interactions and links within the subject matter context to allow for further discovery of documents, accounts, and business relationships. Contact and set-up interviews with potential candidates to be used in the documentary.
- Find the best priced locations for green screen, film review and meeting rooms to save money on the budget. Maintain contact with attorneys and all personnel involved to keep everyone informed of production deadlines and all relevant issues.
- Book hotels and flights for travelling producer and coordinate interviews. Track out timeline for film and create artwork ideas to insert as transitions. Pre-screen production prior to screenings by outside investors.

**ACCOMPLISHMENTS:**

Organization Development  
Business Development

Strategic Planning  
Management

Research and Quality Control  
Teaching and Implementation

**Hobbies:** Painting, Drawing, Producing Film & Video Content, Creative writing of short films and feature film screenplays. Hosting events.

**Shows and Publications:**

Co-Director of Velvet Rope Film Festival, NorCal Magazine, Luck, MTV3, Telemundo, Channel 63 (in Los Angeles) HBO, Hollywood Magazine