

Natalie Ruiz

E-mail: NR@columbia.edu · Cell: (555) 333 - 3333

Education

Columbia University, School of General Studies

May 2021

New York, NY

Bachelor of Arts, Political Science

Community College of Baltimore County-Essex

August 2017-August 2018

Baltimore, MD

Associate of Arts, General Studies

Honors: Cum Laude | Phi Theta Kappa International Honor Society | SALUTE Veterans Honor Society

Experience

Administrative Specialist

May 2013-Present

United States Marine Corps

Quantico, VA/Baltimore, MD

- Maintain an efficient record filing system in accordance with Secretary of the Navy Instructions.
- Lead an office of 10 Marines in the daily execution of correspondence, awards, pay, and records.
- Ensure the processing and updating of two databases containing records for over 100,000 Marines.
- Coordinate monthly travel arrangements for 142 Marines using the Defense Travel System.
- Prepare and proofread general correspondence for distribution by Commanding Officer.

Chief of Constituent Engagement, Office of Delegate Pat Young

January 2018-July 2018

Maryland General Assembly

Annapolis, MD/Baltimore County, MD

- Conducted legislative research for sponsorship of 147 pieces of legislation.
- Created relationships with various local and state agencies to assist constituents with concerns.
- Represented the Delegate at 3 community association meetings per month, establishing rapport with the office.
- Organized monthly meeting and event materials for the Veterans Caucus.
- Collaborated in the planning of District 44B Night for 300 constituents, further cultivating relationships.

Extracurricular Activities

Vice President, Student Veterans Association

August 2017-August 2018

Community College of Baltimore County-Essex

Baltimore County, MD

- Assisted student veterans with locating resources available in Maryland.
- Planned monthly networking opportunities for student veterans to assist with the transition to civilian life.

Vice President, Women's Studies Club

August 2017-August 2018

Community College of Baltimore County-Essex

Baltimore County, MD

- Secured funding for the club in partnership with the Student Government Association.
- Developed and implemented recruitment strategy that increased club membership from 3 to 62 active members.

Awards & Certifications

Navy & Marine Corps Achievement Medal

Marine Corps Good Conduct Medal

Secret Security Clearance

Skills

Computer: Proficient in Microsoft Office (Word, Excel, Access, PowerPoint, Outlook)