

## Natalie Langevoort

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### Education

#### Bachelors, Computer Science

The University of Akron

- HTML/CSS/C++
- Sophomore/Junior – 3.2 GPA

2022 – Present  
Akron, OH

#### Master of Education, Higher Education Administration

The University of Akron

Internship at Cuyahoga Community College, Financial Aid Department. 60 service hours completed

2021  
Akron, OH

#### Bachelor of Education, Middle School

The University of Akron

2017  
Akron, OH

### Employment Experience

#### Academic Advisor – Computer Science

College of Engineering and Polymer Science, University of Akron

- Provide expert guidance on the optimal progression through the Computer Science curriculum, ensuring students stay on track with their academic goals
- Conduct comprehensive counseling sessions to address academic concerns, career aspirations, and personal development within the Computer Science field
- Employ proactive strategies to support student success, including proactive outreach and tailored support services

11/2022 –  
6/2023  
Akron, OH

#### Administrative Support Specialist

College of Electrical and Computer Engineering, University of Akron

- Conduct thorough analysis, maintenance, and monitoring of confidential academic paperwork, records, and databases, adhering to strict privacy protocols and data security measures
- Serve as a reliable resource for graduate and undergraduate students by offering guidance and assistance throughout the admission, registration, financial aid, and scholarship processes
- Demonstrate proficiency in navigating complex administrative systems and procedures to streamline operations and enhance overall efficiency within the academic department

11/2021 –  
11/2022  
Akron, OH

#### ESOL Teacher

Aspire, Wayne County Career Center

- Creating daily lesson plans
- TABE testing curriculum

10/2020 –  
5/2021  
Smithville,  
OH

#### Substitute Teacher

Montessori School of Wooster

- Substitute teaching for preschool through middle school children
- Following Ohio Department of Education curriculum

10/2019 –  
10/2020  
Wooster, OH

#### Pre-advisor

College of Business Administration, University of Akron

- Completes curriculum data entry for course and program changes
- Successfully engages students that are new/returning into higher education

1/2019 –  
4/2019  
Akron, OH