Natalie Langevoort

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Employment Experience

Academic Advisor – Computer Science
11/2022 – 06/2023
Akron, OH

College of Engineering and Polymer Science, University of Akron

- Engage in both virtual and face-to-face interactions with students, fostering a personalized approach to academic advising
- Provide expert guidance on the optimal progression through the Computer Science curriculum, ensuring students stay on track with their academic goals
- Utilize PeopleSoft to efficiently schedule classes, optimizing students' course selections and ensuring timely progress towards degree completion
- 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

Administrative Support Specialist
11/2021 – 11/2022
Akron, OH

College of Electrical and Computer Engineering, University of Akron

- Collaborate closely with the Department Chair to accurately input curriculum data into PeopleSoft, ensuring seamless integration and accessibility of academic information
- 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
- Utilize a proactive approach to address inquiries and provide timely and accurate information, fostering a smooth and efficient administrative experience for students and faculty alike
- Demonstrate proficiency in navigating complex administrative systems and procedures to streamline operations and enhance overall efficiency within the academic department

ESOL Teacher

10/2020 – 5/2021

Aspire, Wayne County Career Center

Smithville, OH

- Creating daily lesson plans
- TABE testing curriculum

Substitute Teacher

10/2019 – 10/2020

Montessori School of Wooster

Wooster, OH

- Substitute teaching for preschool through middle school children
- Helping lead teachers with daily activities
- Following Ohio Department of Education curriculum

Pre-advisor

1/2019 - 4/2019

College of Business Administration, University of Akron

Akron, OH

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

Customer Service Representative

12/2017 – 11/2018

Hancock Insurance of Wooster

Wooster, OH

- Responsible for soliciting and writing new business
- Customer Service / Answering Phones / Taking Messages

Staff Assistant

10/2016 – 6/2017

Lorain County Community College

Brunswick, OH

- Setting up classrooms for distance learning
- Registering/Dropping students for classes
- Inputting student data on Excel spreadsheets

Education

Certificate, Computer Science

2022 – Present

The University of Akron

Akron, OH

- HTML/CSS/C++

Master of Education, Higher Education Administration

2021

The University of Akron

Akron, OH

Internship at The University of Akron, College of Business

Bachelor of Education, Middle School

2017

The University of Akron

Akron, OH

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