

NATHAN VISSER

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TECHNICAL SKILLS: WordPress, Canva, MailChimp, Microsoft Office, Google Workspace, DaVinci Resolve

PERSONAL SKILLS: Office Administration, Customer Service, Organization, Personal Mentoring

EXPERIENCE

OFFICE ADMINISTRATIVE ASSISTANT — KOALA-T-CARE DAYCARE

MAY 2021 - AUGUST 2021

- Designed and programmed an *asset management system* to keep large amounts of inventory catalogued so staff could *easily view, track, add, and reserve inventory*. This gave teachers the ability to remotely check-out classroom materials, and supervisors could know which classroom had what assets at any time.
- Coordinated daily pick-ups for over 100 children via phone and intercom. Worked efficiently to ensure every parent could safely receive their child within 3-5 minutes of their arrival.
- Using Canva software, designed several posters for the company to share pertinent information so everyone was properly informed about events and procedures.
- Received and directed emails and phone calls between parents and company to ensure questions and/or concerns were quickly and thoroughly addressed to the client's satisfaction.
- Organized and updated all files to ensure medical, emergency, and contact information was accurate and available when needed.

VICE-PRESIDENT OF COMMUNICATIONS — REDEEMER UNIVERSITY STUDENT SENATE

SEPTEMBER 2021 – APRIL 2022

- Worked with WordPress to update and maintain redeemerstudents.ca, resulting in easier navigation and increased traffic to the website.
- Worked with Mailchimp designing emails to notify students of upcoming events.
- Maintained social media presence via Email, Instagram, and the Redeemer App to notify students of important events to increase awareness and attendance.
- Proofread the student newspaper to ensure there were no spelling/grammatical errors, and to ensure articles were being written in a way that respected institutional guidelines.
- Budgeted for, purchased, and managed office supplies to ensure all materials needed were available and used accordingly.
- Wrote agendas and took minutes for weekly meetings so that all pertinent information was properly documented and accessible.
- Worked with a personal assistant. Trained him how to design posters with Canva, draft meeting agendas, and use social media to ensure advertising was done as quickly as possible.

RESIDENT ADVISOR — REDEEMER UNIVERSITY

SEPTEMBER 2020 – APRIL 2021

- Lived and led in a household of 8 university students to ensure everyone felt at home.
- Organized weekly house meetings and designated household tasks to ensure residents could live in a clean and comfortable environment.
- Conducted weekly devotionals, group conflict management, and individual mentoring to help others grow and mature in their personal, professional, and spiritual lives.

SALES ASSOCIATE — BUYSTUFF STORE

JANUARY 2014 - AUGUST 2020

- Actively engaged with customers, learning their needs and preferences to find products that best suited them.
- Addressed customer complaints or issues with products promptly and thoroughly to ensure high levels of customer satisfaction.
- Managed inventory by using a database to ensure all products could be located via electronic search.

EDUCATION

BACHELOR OF ARTS – FOURTH YEAR — REDEEMER UNIVERSITY

SEPTEMBER 2018 – APRIL 2023

- Currently pursuing a double major in Philosophy and Theology, with plans to enter seminary upon completion of undergraduate.

EXTRACURRICULARS

PRODUCTION ASSISTANT — MARANATHA CRC

JAN 2014 - AUGUST 2019

- Volunteered in a professional broadcast environment to ensure church services were properly recorded and livestreamed so viewers could watch them live.
- Responded well in high-pressure situations and made quick calls to ensure high quality production.

THE ACADEMY DEBATE CLUB - REDEEMER UNIVERSITY

SEPTEMBER 2019 – APRIL 2021

- Advertised for club events via Facebook to ensure high attendance rates.
- Held an event with over 100 attendees.
- Moderated debates with professional speakers to ensure productive conversation.

SOUTH COAST BEACH PROJECT – RESONATE GLOBAL MISSION

APRIL 2021 – AUGUST 2021

- Participated in a newly launched live-in discipleship program under Resonate.
- Lived with 8 other participants for the duration of the summer, collaborating on various volunteer projects and activities.
- Received leadership training, fundraising experience, team-building tactics, conflict management training, and personal mentoring.