

Natasya Katsikaris

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EDUCATION

- B.A. Writing UCSB College of Creative Studies 1993
- Accounting / Journalism Santa Barbara City College 1989
- W.E.V. Small Business Management Training 1995

COMPUTER SKILLS

- All Microsoft Office software: MS Excel, MS Word, Powerpoint, Outlook
- PC and Mac systems
- Web Design with Adobe Dreamweaver and Photoshop. Desktop publishing.
- Web content writing, HTML, CSS, Basic (content-based) SEO.

WORK HISTORY

- Administrative Specialist / Computer Training – City of Santa Barbara (8/2007 – present)
Admin for busy IT staff servicing 1400 city employees. Assist in administration of Computer Training Program, schedule classes, teachers, meetings, write, edit and post course descriptions. Write and edit instructions for software use.
Administrative tasks include requisitions and claims processing, performance evaluation reporting, maintaining Training Program intranet pages. Set-up filing systems, records management in compliance with City policies. Assist division manager in documenting division policies and procedures. MS Excel and Word, city FMS, CRIS and Portal systems.
- Office Manager - Sunbelt Business Brokers (12/2005 - 5/2006)
Manage the premiere business brokerage firm in Portland, OR.
Office management for brokers and owner. Writing Purchase Offers, Letters of Intent, Counter-offers, proof-reading legal and escrow documents, assembling Due Diligence packages, creation and modification of office forms including Listing Agreement Contracts and Amendments. Assisting clients and Brokers to create recast financial statements from tax returns or P&Ls. High degree of confidentiality.
Marketing tasks including writing advertising copy, creation of marketing presentations in Power Point, creation of business prospectus for clients, direct mail campaigns, writing telemarketing scripts, creation of advertising, newsletters, educational and marketing documents, writing web content and posting business for sale listings to Internet sites.
Accomplishments: implemented new company letterhead and logo, wrote Office Procedures Manual, revised and edited Office Policy Manual, set-up electronic office filing & presentation system, prepared office for audit, created e-forms for all standard office documents.
- Program Coordinator for Lane SUN Community School (1/2005 - 9/2005)
Employed by City of Portland Parks and Recreation.
Administrative and educational tasks for a middle-school enrichment program serving an ethnically diverse student population. Maintain program data-base (MS Access), interface site records with PPR database (Access & Excel), coordinate volunteer staff, plan and implement educational and recreation activities for students, inventory, create marketing materials, grant research, reception (bi-lingual English-Spanish).

- Instructor for Portland Community College Rock Creek (4/2005 - 4/2006)
Teach a adult dance classes.
- Owner, Fusion Studio (9/1999 - 9/2004)
Founder, Owner and Operator of dance and yoga studio. Wrote business plan, and all pro-forma financial statements. Business management, marketing, customer service, bookkeeping, inventory, budget, tax preparation, event-planning (special events with up to 400 attendees), scheduling. Initiated company web site and e-commerce including site and logo design, content writing, and search engine ranking.
Retail and e-commerce sales.
Accomplishments: Start-up company profitable within first year of operation. Initiated start-up and operating budgets, created client data base of 600+ customers, won facility-use contracts with both City of Ventura and Ventura College, initiated marketing program including media outreach to local newspapers, local radio, and Los Angeles Times. Initiated advertising program including promotional mailings, advertising lay-out and copy, press-releases. Wrote grants to win performance contracts for community multi-cultural events. Co-produced and distributed music CD.
Website: <http://www.neareastdance.com/>
- Owner AMI Imports (1998 - 2004)
Design and import an exclusive line of couture dance costumes. Negotiate purchases with factory-owners in Istanbul, Turkey for import to United States. Initiated Business and Marketing Plans, created company web-site, Internet sales, convention sales and wholesale/retail sales.
- Instructional Assistant for Regional Occupations Program (1997 - 1998)
Teach computer business skills to students at Dos Pueblos High School. Taught all MS Office software, basic accounting and business mathematics, web design, medical transcribing, database maintenance, and job-interview skills. Left position to start AMI Imports.

CORPORATE CONTRACTS

- Data Analyst for Kinko's Corporate, Ventura, CA (2001 - 2002)
Data Analysis for Corporate Sales department. Sales support, financial statements (MS Excel), Sales Tracking, Corporate Account Analysis, sales reports (MS Excel and AMS internal database). One year contract.
- Purchasing Agent for Electro Optical Inc., Santa Barbara, CA (1994)
Purchasing Agent for electronics firm specializing in infra-red technology.
Purchased all production materials and components for high-tech electronics manufacturing company, negotiated supplier contracts up to \$120,000 contract with Japanese LED display supplier, worked closely with Receiving and A/P to assure correct price and delivery, maintain site security and confidentiality for government and military contracts.

REFERENCES

- Professional / City of Santa Barbara
Rob Badger: Rbadger@SantaBarbaraCa.gov
- Professional / Sunbelt Business Brokers of Portland OR
Pat Lawrence: 503-220-0242
- Professional and Personal / Kinko's Corporate, Ventura CA
Kelle Evans 805-652-7001
- Professional / City of Ventura Cultural Affairs Department
Kathryn Lawson : 805-644-6542
- Personal / Ventura Unified School District, Ventura CA
e-mail: Eddi356@aol.com