



Nathan Pointer

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(+1) 857.259.7701

Core Competencies

Creative young professional with a background in cross-functional project management, significant relationship development experience with internal and external customers, excellent technical and interpersonal skills, and a proven ability to adapt and learn quickly. *Skill highlights include:*

- Project Management
- Cross-Team Collaboration
- VIP Service & Support
- Verbal & Written Communication
- Visual & Web Design
- Content Generation
- Large-Scale Event Production
- Staff Recruitment & Management
- Fast-Paced Problem Solving
- Detail Oriented
- Highly Personable
- Independent Management Style

Professional Experience

Amazon.com Worldwide Operations **Seattle, WA**

Recruiting Coordinator, Executive Recruiting Team March '17 to Present

- Arranged and executed complex recruiting events as POC for internal and external customers
- Created and sustained robust relationships with candidates and business partners
- Led full-cycle process improvement projects that assisted with team and org-wide goals

Harvard Graduate School of Education Information Technology Services **Cambridge, MA**

Web Developer/Project Lead June '14 to May '16

- Administered and implemented large-scale web platform migration project
- Delivered extensive creative and technical support for faculty and staff websites
- Managed strategy and implementation concurrent with full-time undergraduate schedule

IT Services Technology Coordinator June '12 to June '14

- Oversaw sizeable A/V hardware inventory
- Furnished professional reception and technical service in high-speed environment
- Maintained intimate knowledge of facilities, services, and equipment

An Evening With Champions **Cambridge, MA**

Executive Board Member - Hospitality Co-Chair February '12 to December '15

- Organized events for prominent donors and professional figure skaters
- Annually acquired thousands of dollars worth of donated products and capital
- Coordinated and supervised security and service staff at high-profile events

Yervasi Pope, P.C. Attorneys at Law **Baker City, OR**

Legal Assistant June '09 to August '11

- Provided discreet and professional administrative assistance
- Developed special legal projects on topics from contract law to accident liability
- Summer internship expanded into three year position

Education

Harvard University, Class of 2016 **Cambridge, MA**

A. B. in Social Anthropology
and Studies of Women, Gender, and Sexuality



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Proficiencies & Interests

Software:

Adobe Photoshop and InDesign
MS Office Suite (including Excel)
Audacity
Final Cut Pro
Microsoft & Mac OS

Technical:

Drupal
HTML
CSS
php
javascript

Creative:

Writing
Photography
Digital Production
Design
Theatre