

Mia Natale Huddleston

408.489.7536 mhuddle1@lion.lmu.edu

20555 Carniel Ave., Saratoga, CA 95070

Education

Loyola Marymount University, Los Angeles, CA –
Major in Biology, BS
Minor in Business Administration

AUGUST 2014 - PRESENT

Profile & Skills

I have over six years of volunteer experience and practical exposure to business-related activities and have developed a diverse set of skills including:

- Project coordination
- Event planning
- Administrative expertise

Work Experience

FRONTLINE WORKER AT BURNS RECREATION CENTER, LMU

AUGUST 2014 - MAY 2016

Answer customer questions and manage the gym upkeep:

- Answer phone calls and greet customers at front desk
- Regularly clean and organize gym

PROJECT COORDINATION, CONNECTED MARKETING LLC

MARCH 2014 - PRESENT

Assist with various research activities for clients as needed. This includes:

- Review of marketing materials to ensure iPad icons are correctly presented
- Evaluation of URLs for correctly linking to associated web pages
- Grammatically check copy points for consistency

Volunteer Experience

MEMBER, NATIONAL CHARITY LEAGUE

2008 - JUNE 2014

Performed volunteer activities as a participating member of this mother-daughter charity:

- Work with various non-profit organizations such as the Emergency Housing Consortium, American Red Cross, Sacred Heart Community Services, and CoachArt
- Coordinate special events for disabled individuals
- Serve and cook food for the needy and assemble care packages for U.S. troops.

Awards and Achievements

LMU Dean's List (Spring 2016) • Principal's Honor Roll (4 years)