Natasha Driver

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(347) 882-9076

EXPERIENCE

North Newark Medical Center   **Payroll Assistant**   **October 2020 - Present**
- Processed payroll for hourly and salaried employees providing assistance in entering and paying and wage garnishments.
- Reviewed time-sheets to ensure accuracy updating all information and records into a database.
- Balanced the payroll accounts by resolving payroll discrepancies and providing assistance with other accounting duties as needed.

Bloomingdales, New York, NY   **Sales Associate**   **December 2019 - October 2020**
- Anticipated customer needs and provided high-quality customer service for clientele, assisting with merchandise selection and promoting store specials while upholding brand standards and values to ensure customer satisfaction.
- Meticulously handled POS system transactions including credit, cash, exchanges, returns, and refunds to ensure seamless and accurate cash flow.
- Curated displays of seasonal clothing and accessories while maintaining a clean and organized inventory and actively informed customers of latest sale offerings and loyalty programs.

Bank of America, New York, NY   **Technology Analyst Intern**   **June 2018 - August 2018**
- Created an interactive chatbot using artificial intelligence to gather data and report intel to FICC traders under Global Banking and Markets Technology.
- Collaborated with four other interns to produce innovative technology to improve the speed of data inquiry never before seen within the bank.
- Involved in requirement gathering for data migration activities, assuring quality deliverables to the client.

EDUCATION

DePauw University   **August 2015 - November 2018**
Greencastle, IN
Completed 25 credits towards a BA in Computer Science

LEADERSHIP

ACM-W/Women in Computer Science   **Member**   **September 2017 – November 2018**
- Incorporated a new tutoring program allowing underclassmen to engage in study groups to help them in their computer science classes.
- Engaged in discussions to propel the groups interests in recruiting more women, maintaining a presence on campus, and providing support for other women.

Activities/Awards:
- Posse Foundation Full Tuition Leadership Scholarship   Recipient   January 2015 – May 2019
- Rewriting the Code Fellowship   Fellow   November 2017 – Present

TECHNICAL / NON-TECHNICAL SKILLS

- MS Office proficiency
- Excellent organizational skills; detail oriented with the ability to work under pressure
- Highest level of professionalism with the ability to maintain confidentiality