**Nadine J. Nagamatsu**

**Work Experience**

**Executive Administrative Assistant & Operations -***CityBldr* **2016-**

* Provided administrative support to CEO and senior management.
* Handled 10 person team across multiple sites.
* Developed and maintained office systems.
* Defined administrative policies and implemented an organizational system across company.
* Directed contracts through lifecycle.
* Provided customer service to customers and investors.
* Created and executed original marketing content and handled PR roll-outs
* Maintained travel budget and bookings.

**Actor-***Numerous clients* **2009-**

- Show up to auditions and jobs on time regardless of location. Perform on camera, and Maintain physical & mental fitness.

\*Acting resume available on request or at www.nadinenagamatsu.com

- *Accomplishments*

Top booking actor at Tiffany Talent agency 2013-2015.

Made 400+ videos for Amazon, Microsoft, Google, and Verizon.

 **Mixologist** –

*Firefly, San Diego; Vynl, New York; SoHo House NYC, New York* **2007-2011**

- Developed new and enhanced drinks.

- Drove higher volume sales in more profitable drink categories.

- Concocted full-bar beverage service at high volume and build positive relationships with enhance customer satisfaction.

**Forecast Meteorologist**-*United States Navy* **2001-2007**

- Provided accurate aviation weather forecasts. Briefed local and transient aircrews. Issued warnings and forecasts.

- Selected for promotion in the top 1% of the entire U.S. Navy

**Summary of Qualifications**

Languages Spoken Japanese & Italian

Computer Skills Proficient in MS Office Suite & Google Counterparts. Twitter, LinkedIN, Instagram, IMDB, Facebook, Slack and Intercom.

Attributes Superb organizational and leadership skills. Strong sense of humor. Mental flexibility. Ability to adapt.

**Education and Training**

2007-2009 Two-year actor training at the New York Conservatory for the Dramatic Arts, the School for Film and Television

2006-2007 Empire State College, Visual Arts Communications program

2005-2006 Thomas Edison State College, Associates in Applied Atmospheric Science