

NATALIE SKOGSBERG

CREATIVE DESIGNER & VISUAL ARTIST

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From Sweden to the States and now calling Barcelona home, I bring unique value in work influenced by multiple cultures, embracing inspiration from every corner of the globe. Oh, and did I mention my background as an executive assistant? It has given me the superpower to master multitasking and navigate tight deadlines like a pro!

WORK EXPERIENCE

TEAM ONE

Feb 2022 -
June 2023

PRESENTATION DESIGN SPECIALIST

- Worked with our AMG / New Business team to create a compelling representation of agency materials, including **RFP responses, pitch decks, social posts, website updates, posters, email designs, leave-behinds**, and visual materials.
- Created and enhanced existing **presentation design layouts** for a wide range of clients.
- Worked closely with agency executives, creative directors, strategists, media planners, and account managers to **prepare and visualize unique presentation materials that communicate complex ideas in clear and compelling ways**.
- Created **content templates** to be used by other team members.
- Prioritized and **managed a workload of multiple projects** from concept to completion, in high-pressure environment and under tight deadlines.

TEAM ONE

2018 - 2022

EXECUTIVE ASSISTANT TO THE CEO

- Executed various administrative tasks, including travel arrangements, scheduling, submission of expense reports, and other correspondence for the CEO.
- Developed and **designed highly critical and complex presentations** for the CEO and other key executives in the agency, as well as for clients.
- Acted as an **assist. project manager** and account person in a pro-bono website design project.
- Managed and **produced large internal events**.
- Lead the agency's internal event group with a focus on reinforcing company culture.

TARA INK PR

2017 - 2018

EXEC. ASSISTANT, PROMOTED TO MARKETING MGR.

- Designed **presentations, flyers and marketing materials**.
- Generated, edited, and **published engaging social media content and photography** for multiple clients.
- Helped create increases in sales and potential leads by **managing, identifying and improving new lead generation and business outreach**.
- Executed various administrative tasks.

EDUCATION

UCLA Extension

2021 - Present

DESIGN COMMUNICATION ARTS

UCLA Extension

2020 - 2021

PROJECT MANAGEMENT

UCLA Extension

2014 - 2015

HUMAN RESOURCE MANAGEMENT

SKILLS

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Microsoft PowerPoint
Google Slides
Keynote
Wix Website Builder

Creativity
Communication
Time Management
Problem Solving
Collaboration