

Nathaniel J. Cochran

CONTACT INFORMATION	5826 Oram St #5 Dallas, TX 75206	mobile: 571.286.7023 nathaniel.cochran@gmail.com
EDUCATION	University of Dallas, Irving, Texas Master of Arts in Politics, December 2011 Working Thesis: <i>Conceptuality to Common Sense: Liberation from the Legacy of Hobbes</i> Coursework complete; editing thesis St. John's College, Annapolis, Maryland Master of Arts in Liberal Arts, "Great Books", May 2009 College of Charleston, Charleston, South Carolina Bachelor of Arts in English, May 2007	
WORK EXPERIENCE	Customer Relations and Web Management June 2007 – Oct 2008; Sept 2010 – Present (P/T) Dwyer Plumbing Corp., Alexandria, VA <ul style="list-style-type: none">• Handle client relations with outstanding accounts; write collection letters• Analyze customer database in Peachtree Accounting for frequency and spending trends• Develop new marketing strategies; maintain website and social media; manage online reputation• Conduct negotiations with merchant services and telecommunications providers• Handle accounts payable on as needed basis; process invoices• Updated and edited employee standards handbook and paperwork Intern (Researcher, Publishing) Summer 2011 <i>The New Atlantis: A Journal of Technology & Society</i> Ethics and Public Policy Center, Washington, D.C. <ul style="list-style-type: none">• Edited, fact-checked book manuscript, journal articles, and white paper on stem cell research• Wrote news briefs and article blurbs for journal; wrote evaluations of books for editor• Designed magazine and web advertisements in <i>Illustrator</i> for publication• Conducted research in government libraries; attended research conferences and policy panels Assistant to Headmaster and College Counselor; Registrar Oct 2008 – Aug 2010 Indian Creek Upper School, Crownsville, MD <ul style="list-style-type: none">• Prepared status reports, scheduling, memo/letter writing, transcription, receptionist• Maintained academic transcripts in Excel and Access; maintained student permanent records• Coordinated records for college applications; proofread recommendation letters• Updated college advising database (Naviance), facilitated system for digital records submission• Wrote informational packets on college application process for students and parents• Long-term substitute (grades 9-12): created and implemented lesson plans, managed large classrooms, conducted seminars Web Designer Oct 2005 – Feb 2007 (P/T) Synertia Corp., Springfield, VA <ul style="list-style-type: none">• Developed corporate identities for industrial clients; designed, built and maintained websites	
SKILLS	Writing and Research, Data Analysis, Data Management, Project Management, Content Management, Long-term Planning, IT & Networking, Design, Typesetting, Spanish	
SOFTWARE	Microsoft Office (Word, Excel, Powerpoint, Access), Peachtree Accounting, Microsoft Windows, HTML/CSS, LATEX, Adobe InDesign, Illustrator, Photoshop, Lightroom, Dreamweaver, OS X (Mac), iWork Suite, Naviance Succeed	