

# Natalia Welzenbach-Marcu

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## WORK EXPERIENCE

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### Axon Enterprise

**Facilities Coordinator** | January 2022 - Present | *Remote*

Axon is a technology leader in global public safety with offices and warehouses globally.

As a coordinator on the Facilities team, I oversee many of the recurring services and operational-expense vendors for all of Axon's US locations, which involves:

- o Communicating directly with Axon's US vendors and ensuring that our COI & NDA guidelines are being strictly adhered to
- o Scheduling maintenance service calls for our US locations and working with the Facilities team - sometimes via travel - to verify that these services are completed correctly
- o Maintaining Facilities documentation (vendor files, inspections, some inventory lists)
- o Tracking our vendor budget to ensure that proposals and jobs are being billed correctly

### iNPUT-ACE

**Office Administrator** | December 2019 - December 2021 | *Spokane, WA*

iNPUT-ACE (now Axon Enterprise) is a Video Analysis software program used by law enforcement branches all across the US. During my employment with iNPUT-ACE, my tasks involved:

- o Licensing our software to customers and organizing related Salesforce data
- o Maintaining our business documents, including our business licenses and our insurance
- o Purchasing office supplies for our space and organizing company events and meals

### University of Iowa CGRER (Center for Global & Regional Environmental Research)

**Content Producer** | October 2017 - August 2019 | *Iowa City, IA*

CGRER is an environmental research institute at the University of Iowa. While I was a content producer for CGREG, my job involved:

- Writing and editing blog posts and radio segments for CGRER (viewable [here](#))
- Assisted with filming and editing video interviews for CGRER's website and Youtube channel (viewable [here](#))

### University of Iowa College of Public Health

**Assistant Videographer** | March 2017 - March 2018 | *Iowa City, IA*

While working for the U of I Public Health media division, my job involved:

- Filming B-roll & editing rough-cut videos for the College of Public Health's website and Youtube channel (viewable [here](#))
- Captioning livestreams and videos for accessibility and creating posters and graphics for events as needed

## EDUCATION

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University of Iowa | May, 2019 | BA (Cinema, Art - dual major)

## SKILLS & INTERESTS

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**Skills:** Vendor management; clear communication; PO management; solving critical problems within a tight timeline; creating systems to organize data; Excel (not a wizard but pretty okay!)

**Interests:** Art of all kinds; tabletop roleplaying games; baking; biking, cats!