

## NATHAN TALAMANTEZ

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### OPERATIONS SUPPORT | RECORDS MANAGEMENT | TRAINING MANAGEMENT

Administrative and Operations Professional with a diverse background spanning higher education, healthcare administration, military operations, and client services. Experienced in managing complex scheduling systems, maintaining accurate records, and supporting high-volume organizational workflows in fast-paced environments. Proven ability to coordinate multi-stakeholder operations, support academic program delivery, and train personnel on standardized procedures and systems. Adept at improving efficiency through structured processes, clear communication, and strong organizational management. Recognized for maintaining compliance with institutional standards while delivering high-quality administrative and instructional support.

- Administrative Support
- Records Management
- Customer Service
- Creative Problem Solving
- Policy & Process Compliance
- Training Management
- Collaboration & Teamwork
- Interpersonal Communication
- Team Leadership

### EDUCATION/ CERTIFICATE

Master of Fine Arts (MFA) | University of Hawaii at Manoa | 2022  
Bachelor of Fine Arts (BFA) | University of Texas at San Antonio | 2017  
National Academy of Sports Medicine (CPT) Certificate ID: 1241356093 | 2024

### PROFESSIONAL EXPERIENCE

**Texas A&M University-San Antonio | San Antonio, TX**

**Jan 2026 – Present**

#### Adjunct Instructor

- Designs and delivers structured curriculum focused on foundational design principles, visual analysis, and cultural context, ensuring clear learning outcomes aligned with academic standards.
- Develops instructional materials, lectures, and assignments incorporating contemporary practices to improve engagement, comprehension, and applied learning.
- Facilitates classroom discussions and project-based learning environments that strengthen critical thinking, communication skills, and analytical problem-solving.
- Evaluates student performance, provides feedback, and maintains accurate records in accordance with institutional requirements.
- Collaborates with faculty and academic stakeholders to improve instructional consistency and support program goals.

**Gold's Gym | San Antonio, TX**

**Jan 2025 – Sep 2025**

#### Personal Trainer

- Delivered structured, one-on-one client development programs by assessing individual needs, establishing performance goals, and tracking progress through measurable milestones.
- Maintained detailed client records, including assessments, program adjustments, and progress notes to ensure continuity and data-informed coaching decisions.
- Fostered a professional, goal-driven environment emphasizing communication and continuous improvement.

**Flower City Arts Center | Rochester, NY**

**Jun 2023 – Jan 2024**

#### Photography & Digital Art Apprentice

- Delivered structured instruction in Photography and Digital Arts programs for 100+ youth and adult learners, leveraging Adobe Creative Suite while supporting curriculum delivery, lesson planning, and classroom coordination.
- Provided high-level customer service and individualized client support, including scheduling and conducting private instruction sessions tailored to skill level and learning objectives.
- Supported day-to-day studio and facility operations, including equipment organization, workspace readiness, supply coordination, and cross-functional assistance to instructional staff to ensure smooth program delivery.

**United States Navy | MCB, Hawaii**

**Nov 2017 – Nov 2023**

#### Front Desk Manager, Clinical Operations

- Directed administrative operations for 30 dental providers, coordinating high-volume clinical scheduling for 20K+ beneficiaries and 770K+ scheduled procedures, ensuring seamless workflow continuity and patient access to care.
- Managed complex scheduling systems and operational planning supporting a dental workload exceeding \$73M in delivered value, optimizing resource allocation and maximizing provider efficiency.
- Trained and supervised 70 personnel in administrative operations, customer service standards, records management, and healthcare scheduling systems, improving consistency and accuracy across teams.
- Developed and revised standard operating procedures to ensure full compliance with MHS GENESIS implementation and Defense Health Agency (DHA) regulatory requirements, enhancing system integration and operational alignment.