



Arianna Artusa

PROFESSIONAL SUMMARY

Welcome! My name is Arianna Artusa. I graduated early from The University of Las Vegas, Nevada, with a concentration in Journalism. Something to know about me is that I'm a proud homeowner and dog mom, and I enjoy my free time with family and friends. My small goals are educating myself daily and participating in as many nonprofits as possible.

As for my career, I'm a motivated employee eager to apply time management and organizational skills in various environments. I'm seeking opportunities to expand my skills while facilitating company growth. Additionally, I pride myself on my hardworking skills, multitasking abilities, and reliability while adding motivation for success. I'm highly organized, proactive and punctual, with a team-oriented mentality, ready to gain hands-on experience.

WORK HISTORY

Alexander Dawson School - Substitute Teacher

Las Vegas, NV

02/2023 - Current

- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.
- Upheld classroom routines to support student environments and maintain consistent schedules.
- Trusted performance.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Supervised lunchroom and recess activities.
- Took notes and prepared reports on school day activities to provide to primary teacher.

Alexander Dawson School - Substitute Early Childhood Educator

Las Vegas, NV

09/2023 - Current

- Maintained and fostered positive and constructive interactions with staff, families, and children.

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SKILLS

- Professionalism and maturity
- Positive attitude
- Great communication skills
- Attention to detail
- Adaptability
- Extremely hardworking
- Great at multitasking
- Very organized
- Responsible
- Respectful
- CPR certified
- Project management skills

EDUCATION

12/2021

University of Nevada, UNLV

Las Vegas, NV

Degree: Journalism, Public Relations & Marketing

05/2018

Bishop Gorman High School

Las Vegas, NV

High School Diploma

- Educated students in foundational concepts such as shapes, numbers, and letters.
- Promoted sensory development by providing access to different textures.
- Followed lesson plans designed by absent teachers.
- Adapted teaching methods and instructional materials to meet students' varying needs and interests.
- Sanitized toys and play equipment each day to maintain safety and cleanliness.
- Gave one-on-one attention to children while maintaining overall focus on entire group.

Lost Cat Search & Rescue - Social Media Manager

Remote

12/2020 - 05/2021

- This internship taught me skills in marketing, communications, and Public Relations
- My day-to-day consisted of managing all social media, contacting animal shelters, and organizing clips and footage.
- increased customer engagement
- Developed marketing content such as blogs, promotional materials and advertisements for social media.
- Set clearly defined goals to drive customer retention, brand awareness and website or social media traffic.
- Created videos and managed YouTube channel to strengthen company reputation.
- Analyzed competitor pages to locate keyword opportunities.
- Utilized techniques such as cold calling, networking and prospecting to develop new leads.

UNLV Office Of Admissions - UNLV Notetaker

Las Vegas, NV

08/2019 - 12/2021

- Verified details to deliver clear, comprehensive and accurate notes.
- Helped students with library research by locating resources and specific details.
- Delivered notes quickly to help students stay on top of class demands.
- Worked directly with individual students to follow class schedule and prepare detailed lecture notes.
- Proofread and edited documents for accuracy and grammar.

Mace Corporation - Assistant

Las Vegas, NV

09/2019 - 02/2020

- Oversaw personal and professional calendars and coordinated appointments for future events.
- Maintained appropriate filing of professional documentation.

- Responded to emails and other correspondence to facilitate communication and enhance business processes.
- Greeted guests in with friendliness and professionalism.
- Worked closely with manager to provide effective assistance for specific aspects of business operation.
- Answered incoming calls, processed requests and relayed messages to appropriate personnel.
- Managed and completed paperwork and overall office administration operations.
- Kept team efficient and on-task
- Restocked supplies and placed purchase orders to maintain adequate stock levels.
- Transferred and directed phone calls, guests and mail to correct staff members.
- Worked with coworkers to strategically plan for company growth.
- Managed inventory, placed orders and handled payment for office supplies.

Starbucks - Barista

Reno, NV

10/2018 - 02/2019

- Pleasantly interacted with customers during hectic periods to promote a fun, positive environment.
- Created wide variety of hot and cold drinks in average shifts with consistently positive customer satisfaction scores.
- Cleaned counters, machines, utensils and seating areas daily.
- Controlled line and crowd with quick, efficient service.
- Maintained regular and consistent attendance and punctuality.
- Every day I would prepare the store for openers the following morning
- Locked up the store and took the revenue to the casino's cash drop
- Memorized recipes for specialty coffee beverages and seasonal offerings.
- Recommended products based on solid understanding of individual customer needs and preferences.