

Ariel A. Peterson

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EXPERIENCE

NYC Dept. of Buildings-Build it Back/Community Assistant 05/2016-Present

Provide general administrative support to the Build it Back program. Responsibilities include issuing permits, assessing and solving violation issues, providing clients with guidance on their applications, scheduling meetings, keeping track of data through spreadsheets, and hosting training events.

Oasis Camp TWU-Group Counselor 06/2015-08/2015

Group counselors are responsible for about 15-20 students on a daily basis. The responsibilities include ensuring children's safety at all times, managing children's behavior, constructive participation in activities, orchestrating activities of your own, chaperoning trips, and acting as a role model and mentor.

NYC Dept. of Education- Substitute Paraprofessional 06/2014-05/2016

The role of a teaching assistant consists of working with students that have special needs, assisting with bus routes to and from school, helping with students' academic development, completing progress evaluations, and restraint when necessary.

HS IAM- DCMET Documentary- Creative Director 10/2012-04/2013

The documentary acknowledges the unfortunate epidemic of student drop-out rates in high school. My responsibilities were to draft interview questions for students and staff involved in the creation of the documentary, script scenarios that would be placed in the documentary, and to write of my own experiences as a high school student.

Selective Corporate Internship Program-Intern 11/2011-05/2013

Responsibilities included planning and orchestrating silent auctions, fundraisers, and wine tastings, mentoring young children. Interns networked with corporate organizations and executives to gain potential sponsors. Presentations were put together, video recording, web design, conducted interviews, and became familiar and connected with the corporate world.

EDUCATION

High School for Innovation in Advertising and Media

09/2009-06/2013

CUNY NYC of Technology- Human Services BA

08/2013-Present

SKILLS

- Proficient in all Microsoft programs
- Certified in Adobe Photoshop CS3/CS5
- People-oriented
- Detail-oriented
- Strong work ethic
- Networking/communication
- Goal-oriented