

# Arianna Gonzalez

## Contact

190 W Burnside Ave Apt GD  
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## Education

**New York City of  
Technology/CUNY**, Brooklyn NY  
Pursuing an CUNY BA in  
Entrepreneurial Hospitality  
(Hospitality Management &  
Communication Design)  
Graduating: June 2024

**Hostos Community  
College/CUNY**, Bronx, NY  
Pursued an A.A.S. in Digital  
Design & Animation  
Graduated: September 2016

## Key Skills

Marketing, Social Media, Creativity,  
Leadership, Computer Skills,  
Communication, Active Listener, and  
Customer Service

## Experience

*July, 2016 – March, 2019*

**Compass Group/Canteen Vending, New York, NY**

Sales Assistant

- ◆ Able to lift up to 30 pounds.
- ◆ Skilled at a cash register operation.
- ◆ Experienced with hand-held RFID scanners.
- ◆ Able to work under pressure.

*September, 2013 – December, 2013*

**Hostos Community College/CUNY, Bronx, NY (Work Study)**

Office Assistant

- ◆ Operated office machine, such as photocopiers and scanners, voice mail system, and personal computers.
- ◆ Answered telephones and directed calls, and took messages.
- ◆ Maintained and updated filing, inventory, mailing, and database system, either manually or using a computer.
- ◆ Opened, sorted, and directed incoming mail, answered correspondence, and prepared outgoing mail.

*October, 2012 – December, 2012*

**Hostos Community College/CUNY, Bronx, NY (Work Study)**

Office Assistant

- ◆ Completed work schedules, managed calendars, and arranged appointments.
- ◆ Reviewed files, records, and other documents to obtain information and respond to requests.
- ◆ Compiled, copied, sorted, and filed records of office activities, business transactions, and other activities.
- ◆ Operated telephone switchboard to answer, screen, forward calls, provide information, take messages and schedule appointments.

## Skills

- ◆ Certificated in Microsoft Word and Excel.
- ◆ Skilled at Internet research and navigation.
- ◆ Proficient in Photoshop, Illustrator, and InDesign.
- ◆ Bilingual in English and Spanish.

## Reference

- ◆ Available upon request.