

# Ariella Mendes

Pound Ridge, NY 10576

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9142995670

Authorized to work in the US for any employer

## Work Experience

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### **Busser/Food Runner**

Barcelona Wine Bar - Norwalk, CT

August 2020 to Present

My job is to clear and reset tables after customer leaves and pre-bust the table while customer is still there and general sanitation duties.

### **Volunteer**

Headcount

January 2019 to Present

I volunteer with HeadCount and go to different concerts on the East Coast and before the shows begin, we walk around and get people to register to vote. I did this at the Panic! at the Disco concerts in Newark and Rhode Island and I will be doing it at Governor's Ball and Firefly Fest.

### **Musician**

Connecticut's Got Talent - Norwalk, CT

September 2018 to Present

I was a contestant in Connecticut's Got Talent in 2018 and was selected to enter again as contestant this March.

### **Assistant/Receptionist**

Yaffa beauty by rica - Norwalk, CT

February 2017 to Present

I do front desk reception/client relations/general salon assistant work. My mother is the salon owner/head stylist so I don't have a set schedule.

### **Photographer**

Self Own Business - South Salem, NY

January 2016 to Present

I have done photography for my mother's salon business as well as freelance events and concerts and private photoshoots.

### **Religious Education Teacher**

Reform Temple of Rockland County - Nyack, NY

September 2012 to Present

I assist teachers at my Hebrew School with teaching Hebrew to students and teaching kids about their religions background. I help by making lesson plans, leading music classes, and helping out with office stuff.

### **Freelance Singer**

Self Employed - South Salem, NY

Present

I do shows at open mics that include singing, playing guitar, and playing piano in the tri-state area including Saratoga Springs, Vista, South Salem, Pound Ridge, Norwalk.

### **Service Desk Coordinator**

Paul Mitchell Schools - Chicago, IL

September 2019 to October 2019

I booked appointments, answered phones, closed and reopened the school, managed payments for clients, retail, customer service.

### **Internship**

FACTORY UNDERGROUND - Norwalk, CT

May 2019 to August 2019

I wrote podcast scripts and did all basic assistant duties ie. answering phones, coffee runs, photocopies, booking appointments etc.

### **Actress**

Wall Street Theater - Norwalk, CT

October 2018 to November 2018

I was in a production of Hairspray at the Wall Street Theater in Norwalk. I helped backstage with costumes and makeup as well as played the character Prudy Pingleton.

## Education

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### **Some college in Music**

Columbia College-Chicago - Chicago, IL

September 2019 to June 2020

### **High school**

John Jay High School - Cross River, NY

September 2014 to June 2019

## Skills

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- Customer Service (3 years)
- Google Analytics (10+ years)
- Graphic Design (2 years)
- Human Resources (3 years)
- Illustrator (5 years)
- Inventory (3 years)

- Leadership Development (6 years)
- Marketing (3 years)
- Management (4 years)
- Networking (4 years)
- Powerpoint (7 years)
- Photoshop (2 years)
- Public Speaking (8 years)
- Quality Control (3 years)
- Receptionist (3 years)
- Sales (6 years)
- Typing (10+ years)
- Team Building (6 years)
- Video Editing (5 years)
- Word (10+ years)
- Web Design (2 years)
- Photography
- Makeup Application
- Social Media Management
- Branding

## Links

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<http://ariellamendes3.wixsite.com/photography>

## Awards

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### **Community Service Award**

August 2018

I was awarded a Community Service Award by my boarding school for my work with the Moon Catcher Project and Youth in Progress. With Moon Catcher Project, I encouraged other students to join me in an event where we made reusable pads for women in Africa. With Youth in Progress, I acted as a voice for children and teens in foster care and placement programs in the Capital region of New York. I went to speak outs where I spoke in front of a panel of executives and professionals from New York State and Foster Care Agencies and Placement Advisors for children and teens.

## Assessments

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### **Project Management Skills: Budgeting — Familiar**

March 2019

Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources.

Full results: [Familiar](#)

## **Project Management Skills: Time Management — Expert**

March 2019

Measures a candidate's ability to prioritize and allocate time to effectively achieve project deliverables.

Full results: [Expert](#)

## **Graphic Design — Highly Proficient**

April 2019

Measures a candidate's ability to create visual media to effectively communicate information and concepts.

Full results: [Highly Proficient](#)

## **Marketing — Highly Proficient**

April 2019

Measures a candidate's ability to understand your target audience and how to best communicate with them.

Full results: [Highly Proficient](#)

## **Customer Focus & Orientation — Proficient**

April 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## **Groups**

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### **Student Leadership Board**

September 2016 to June 2018

I was the president of Student Council at High School Boarding School. I budgeted fundraisers, planned them, I was a liason between the dorms and the school. I was the student liason to the teachers and administration. I facilitated the change for our school schedule to help the students who felt sleep deprived.

### **Prom Committee President**

April 2018 to May 2018

I budgeted our prom at my boarding school. I communicated with outside establishments about pricing and scheduling. I created the posters that went around as well as the extra "goodies" that were given out to the students. I also organized the entire dress selection for the students and made an incentive program to get nails done for free to encourage more students to go to school.