
ARIEL MILLER



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SKILLS

Web writing, blogging, creative writing, grant writing, business organization writing, proposal writing, exceptional communication skills, customer service experience,

EXPERIENCE

SALES ASSOICATE/ EDGECOMB POTTERS

Aug 2019 – Mar 2020

- Answered all inquiries from patrons regarding story inventory
- Handled cash and credit/debit card transactions in environment
- Maintained the upkeep of the store, jewelry, casings and inventory by organizing, shining and dusting

ADMINISTRATIVE INTERN/ FOLKS ARTS RAJASTHAN

Oct 2017 – Jan 2018

- Executed writing tasks and projects for the executive director which consisted of thank you letters, PowerPoints for year-end review, social media posts for company events or causes they supported
- Wrote thank you letters, reminders for donations, spreading news on fundraising events to potential and current donors
- Brainstormed and developed content that the company featured in their newsletter
- Utilized Microsoft Office to create spreadsheets to display sponsorship donations, and PowerPoints for the Annual Fund Project
- Organized company trip to India, which included purchasing visas and curating the itinerary

INTERN/ARTOLOUTION

Jun 2017 – Sept 2017

- Assisted with grant research on nonprofit organizations and foundations that support social change through expressive art forms, project management plans and expense reports
- Edited company newsletters focusing on raising funds and updates on current events

EDUCATION

M.S. IN PROFESSIONAL WRITING

New York University- GPA: 3.7

B.A. IN ENGLISH AND COMMUNICATION

Pace University- GPA: 3.7