

Alia Toth-Smith

atothsmi@gmail.com | www.linkedin.com/in/alia-toth-smith | atothsmi.github.io/portfolio

Skills and Trainings

Google Suite, Python, HTML, CSS, Javascript, Ink, Twine, Construct3, Lesson Planning, Tutoring

Trainings:

Preventing Harassment & Discrimination: Non-Supervisors | Cyber Security Awareness Fundamentals

Work Experience

Cashier

September 2023 - Present

99 Cents Only - Vallejo, CA

- Efficiently processed credit card and cash transactions to increase customer satisfaction
- Organized and cleaned aisles with team to maintain safety and reduce liability
- Upsold items to increase store sales and meet daily goal

Small Group Tutor

September 2022 - June 2023

Learning Support Services, University of California, Santa Cruz - Santa Cruz, CA

- Tutored undergraduate students in an introduction to Python class
- Guided students individually and in groups to promote student to student interactions
- Utilized a wide variety of teaching strategies to address different learning preferences
- Effectively diagnosed and communicated student needs with teaching team
- Accurately tracked, collected, and reported data on-time

Assistant Director

April 2022 - May 2022

Miriam Ellis International Playhouse, French Production - Santa Cruz, CA

- Coordinated all aspects of the production, from actors to costuming
- Set meetings and sent reminders to other participants to improve timeliness

Sales Associate

April 2021 - August 2021

Sunglass Hut - Walnut Creek, CA

- Memorized style, branding, and utility information to match products to customer's needs
- Frequently opened and operated store with no supervisor present
- Worked on commission, in addition to salary
- Handled sales, returns, and customer service issues with positive attitude
- Kept accurate inventory of all products on sales floor

Education

Bachelor of Arts in Art and Design: Games and Playable Media

March 2024

University of California, Santa Cruz

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skills

order by competency/importance/aptitude, leave out generic
comprehensive & succinct

work experience

company name

city, state

job title

dates of employment

bullet points of responsibilities

(adverb) verb + concrete object + concrete duty

Priorities:

info, accuracy, organization

aesthetics