arianna **banks**

Experienced professional seeking opportunities to continue expanding their repertoire ! Always brainstorming abstract, yet dynamic ideas to increase efficiency!!

EXPERIENCE

Evan Healy, Lumineaux, Sun Warrior · Greater Philadelphia Area , PA
Brand Ambassador & Sub Sales Rep

2018 - 2020

Engaged with and educated customers on each brand, provided samples, merchandised product . Handled opening new accounts with stores .

Ever Laser · Philadelphia , PA
Full Charge Bookkeeper // Social Media Analyst // Production & Shipping

2016 - 2019

Initiated and maintained payroll and taxes . Handled targeted outreach on social media account, implemented more efficient procedures, research .

PPMG & Company · Media , PA
Full Charge Bookkeeper // Junior Accountant

2016 - 2017

Junior Accountant for 20+ accounts; accrual and cash reconciliation, research, taxes, payroll, etc .

LooptyHoops · Philadelphia , PA
Web Development // Social Media Marketer // Production & Shipping

2016 - 2017

Created ads for social media platforms, updated social media, monitored analytics, designed and updated website, packed and shipped orders .

GTI Millwork · Wilmington , DE
Full Charge Bookkeeper // Office Manager // Assistant Project Manager

2013 - 2014

Bookkeeping; taxes, contracts. Conducted company meetings and assisted project and marketing managers , supervised employees .

Delaware Board of Parole · Wilmington , DE
Administrative Specialist II // Supervisor & Trainer

2011 - 2013

Created and updated spreadsheets, reports and internal databases, drafted and signed correspondence, supervised and trained new employees .

Great Valley Pool Service · Frazer , PA
Office Assistant // Bookkeeping Assistant

2009 - 2010

Created proposals and invoices, composed letters and recorded payments, email correspondence, processed payroll and paid bills .

SKILLS
HTML
CSS
JavaScript
Payroll
Research
Marketing
Social Media
Analytics
Quickbooks
Microsoft Office

EDUCATION
UNCC · Charlotte, NC
Full Stack Bootcamp
2021 – 2022

DTCC · Wilmington , DE
Computer Engineering Tech
2010 – 2012