

# arianna banks

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

## EXPERIENCE

**Solgar** • Greater Philadelphia & New Jersey Area

*Brand Ambassador*

2019 - PRESENT

**Evanhealy** • Greater Philadelphia & New Jersey Area

*Brand Ambassador & Educator*

2019 - PRESENT

**Oral Essentials** • Greater Philadelphia Area

*Brand Ambassador*

2018 - PRESENT

**Everlaser** • Philadelphia , PA

*Full Charge Bookkeeper // Social Media Analyst*

2016 - 2019

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

**PPMG & Company** • Media , PA

*Full Charge Bookkeeper*

2016 - 2017

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

**LooptyHoops** • Philadelphia , PA

*Social Media Market & Advertising // Production & Shipping*

2016 - 2017

Created ads for social media platforms , posted to social media , monitored analytics , handled email correspondence , 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 .

## SKILLS

Payroll  
Research  
Marketing  
Social Media  
Analytics  
Training  
Supervising  
Quickbooks  
Microsoft Office  
70+ WPM typing

## EDUCATION

**CCP** • Philadelphia , PA  
*Product Design & Music Tech*  
2016 – 2017

**DTCC** • Wilmington , DE  
*Computer Engineering Tech*  
2010 – 2011

