




ISABELLA ARELLANO

PUBLIC RELATIONS | COMMUNICATIONS |
LIBERAL STUDIES | DIGITAL MEDIA

CONTACT

-  949-278-4834
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-  Irvine, CA

EDUCATION

CALIFORNIA STATE UNIVERSITY, FULLERTON

Bachelor of Arts in Communications,
emphasis in PR

Liberal Studies Minor

Digital Media Certificate

JAN 2025

IRVINE VALLEY COLLEGE

Associate in Arts in Social And
Behavioral Sciences

Associate in Arts with Emphasis in
Liberal Studies

2020 - 2022

SKILLS

Technical: Creative Cloud, Canva,
HTML

Social Media

Content Creation

Writing

Event Planning

REFERENCES

Jacob Prado

Youth Ministry Coordinator

jprado@woodbridgechurch.org

Jasmine Phillips

COMM 497T Professor

jphillips@fullerton.edu

David Chisum

Epicenter OC Head Pastor

chisumtrail107@gmail.com

RELEVANT EXPERIENCE

VOLUNTEER LEADER, WOODBRIDGE COMMUNITY CHURCH (2022 - PRESENT)

- Leads a group of girls ages 12 to 18 every Friday night, providing guidance and teaching about the Gospel
- Plans large youth events such as Summer Camps, Lock-Ins, and Winter Retreats
- Communicate weekly with the Youth Coordinator and staff regarding group activities and meetings
- Meets monthly to discuss plans, areas of improvement, special events, fundraisers, and other logistics
- Manages social media and announcements; curating posts for special events; filming promotional videos for special events

EVENT DIRECTOR OF THE GARDEN FLEA MARKET, CALIFORNIA STATE UNIVERSITY, FULLERTON (FEBRUARY 2024 - MAY 2024)

- Provided leadership and direction for the event vision
- Made executive decisions & had the final responsibility for the execution of the event
- Created a master timeline and coordinated with other directors to ensure each committee completed the timeline
- Worked with the professor and university contact regarding the budget and expenses
- Main contact with the client; wrote status reports to present to the client

MARKETING INTERN AT EPICENTER OC (JANUARY 2023 - SEPTEMBER 2023)

- Brainstormed ways of outreach such as videos, posts, etc. to jumpstart the church plant
- Managed social media (Facebook, Instagram, and TikTok); creates engaging content on platforms; maintains posting schedule throughout the week
- Created logos, advertisements, and announcements
- Curated weekly posts including announcements, devotionals, and meditation verses
- Photographed events such as gatherings, Bible Studies, and hangouts
- Communicated and coordinated with the Head Pastor and staff about events and service details

WEBSITE PORTFOLIO

- <https://isabellaarellano.github.io/>

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REFERENCES

Molly Nakano
Lollicup Manager
molly.nakano@gmail.com

Fhina Chissek
WCC Children's Ministry Coordinator
fchissek@woodbridgechurch.org

OTHER EXPERIENCE

BARISTA AT LOLLICUP (2021 - PRESENT)

- Welcomes and educates customers on drink menu; answers questions regarding drink options
- Prepares and sells fresh drinks by following proper recipes and techniques while developing new recipes to expand the menu
- Answers phone call inquiries about store hours, menu, customer concerns, and fundraisers
- Maintains equipment operations; troubleshooting machinery; replenishes inventory

VOLUNTEER CREW LEADER AT VACATION BIBLE SCHOOL, WOODBRIDGE COMMUNITY CHURCH (2015 - PRESENT)

- Immersing children ages K-6 in a fun-themed week to share Gospel-focused messages
- Managing children's needs; providing snacks; accompanying them to the restroom
- Creating craft activities, designing outdoor games, singing songs, and building sets to promote lesson

VOLUNTEER CUBBY LEADER AT AWANA, WOODBRIDGE COMMUNITY CHURCH (2015 - 2019) (SEPTEMBER 2023 - PRESENT)

- Engaging children of all ages, but specifically Preschoolers in Bible stories every Sunday night
- Teaching curriculum catered to the age group; adjust lesson plans according to the student's understanding of the material
- Coordinating with staff on the progress of students; adapting to the student's needs; providing snacks; encouraging weekly Bible verse memorization

INSTRUCTIONAL ASSISTANT AT CULVERDALE ELEMENTARY SCHOOL, IRVINE UNIFIED SCHOOL DISTRICT (MARCH 2022 - JUNE 2022)

- Brainstormed strategies to teach students new content; resolved issues with students in a solution-oriented manner; engaged students to learn new content by incentivizing the material
- Oversaw students in the classroom and on the playground
- Taught a small group of students new material such as Math, Social Studies, or Language Arts
- Problem-solved between students; adjusting to students' emotional needs; coordinating with Teachers, Principal, and Vice Principal
- Worked one-on-one with students struggling; finding creative new ways to teach hard materials