

# ARRIONNA GIVENS

+17735036100 @ arrionnagivens.ag@gmail.com Chicago, IL, 60637

## SKILLS

Financial Analysis & Forecasting ·  
Quantitative & analytical abilities ·  
Report Preparation & Presentation ·  
Problem-Solving ·  
Knowledge of financial markets ·  
Strong interest in trading ·  
Adaptability & willingness to learn ·  
Teamwork & communication skills ·  
Financial Modeling

## CERTIFICATION

Lash Technician  
certification

2019-Present

Chicago Scholars

2019-Present

Academic Honor Awards,

2015-2019

Future Leaders in Business,

Completed 2018

Project Law Award

2017

Girl Scouts

2016-2017

## REFERENCES

Brittney Galtney, RN/MSN

(773) 968-7152

Desire Tigue, RN/MSN

(773) 941-0052

Marianne Kountoures,  
Associate Director of Donor  
Relations, UIC

(847) 606-2577

## OBJECTIVES

To leverage my strong analytical skills, proficiency in data analysis, and finance background in a challenging trading internship. I aim to utilize my educational foundation in finance, coupled with my problem-solving abilities and entrepreneurial mindset, to contribute to the development and optimization of trading strategies while gaining hands-on experience in a fast-paced, collaborative environment.

## EXPERIENCE

Bookkeeper and Esthetician

01/2022 - 01/2023

[Design Nail Spa](#)

- Greeting customers upon their arrival, answering clients' questions about services via phone, email, or in person, and processing transactions

Cashier & Sales representative

10/2020 - 01/2022

[Ulta Beauty](#)

- Greeting customers upon their arrival
- Demonstrating proper use of makeup and skin care products
- Cross-selling beauty products, when appropriate
- Courteously handled sales, refunds, and exchanges

Esthetician

2021 - 2021

[Flawless Center for Cosmetic Medicine](#)

- Adhere to appointments in a timely manner by monitoring schedule

General Office Assistant

2019 - 2020

[UIC College of Engineering](#)

- Tracked consistent records in Microsoft Excel
- Updated mailing and email distribution lists as needed General office organization for effective performance
- Mail-merged and printed donor acknowledgement materials
- Maintained donor files and other developmental data

## EDUCATION

Finance (Major)

01/2019 - Present

[University of Illinois at Chicago](#)

Chicago

- College of Business Administration

Esthetician Program

2021 - 2022

[Dudley's Beauty College](#)

Certification in Supply Chain Management

2020

[Olive-Harvey College](#)

High School Diploma

2019

[Perspectives Math & Science Academy](#)