

ALIANA ARROYO

El Mirage | 623-640-4048 | aem.arroyo@gmail.com | www.alianaarroyo.com

OBJECTIVE

Professional and friendly team player seeking a position in a customer service-oriented environment, leveraging flexibility, great phone presence, and highly organized ability to work quickly and accurately.

EDUCATION

Business, Entrepreneurialism and Management 2024
Estrella Mountain Community College

- Major: Management
- Minor: Marketing
- Related course work: Personnel management, business management, business ethics, business law, macroeconomics, statistics, marketing, and sales.

SKILLS & ABILITIES

- Multitask under pressure.
- Professional appearance and good customer service.
- Effective communicator.
- Attention to detail and problem-solving skills.
- Microsoft Word and Excel

EXPERIENCE

Intern Administrative Assistant 2019 to Present
Azeres Designs

- Schedules consults and meetings.
- Ensures efficient and smooth day-to-day operation.
- Personable and welcoming when answering incoming calls.
- Maintain contacts list.
- Communicates with clients via phone, email, and face to face.
- Point of contact for clients.

Student Store Stocker 09/2022 to
05/2022
Sunrise Mountain High School

- Demonstrate excellent time management and organizational skills.
- Precise knowledge of product location to help customers and answer questions throughout the day.
- Maintain cleanliness.
- Sort and stock products.