



# ARIANNA CONTRERAS

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## Summary

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I am a passionate worker and I strive for perfection in all of my endeavors. I believe that passion drives success, and I would love to work for an employer that places significance on that as well. I am very detail-oriented and I enjoy being organized. Working as a shipping secretary improved my communication skills and organization, and my job as a sales associate taught me important customer service skills. I have a creative mind, so I also enjoy working with website design aside from the business field.

## Education

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- Bachelors of Business Administration - Management May of 2022  
- The University of Iowa, Iowa City, IA
- High School May of 2018  
- Hononegah Community High School, Rockton, IL

## Work Experience

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- Summer Intern - Shipping Secretary June 2018 - August 2018  
Rock River Water Reclamation District - Rockford, Illinois
- Streamlined the filing system by reorganizing invoices and vehicle specifications for the maintenance department
  - Retrieved parts for employees in other departments within the stockroom
  - Quoted specific vehicle parts for the maintenance department
  - Processed and organized incoming packages in the stockroom
  - Assisted the stockroom clerk with planning department functions
- Sales Associate May 2019 - Present  
Talbots - Springfield, Illinois
- Operated cash registers and wrapped merchandise
  - Utilized customer service training to assist customers in an enthusiastic and professional manner
  - Organized the store's merchandise and re-stocked clothing on the floor

## Involvement & Volunteering

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- Women in Business Member Sep. 2018 - Present  
- University of Iowa
- Gained networking and communication skills
- Dance Marathon Member Sep. 2018 - Feb. 2019  
- University of Iowa
- Fundraising for pediatric cancer
  - Created a relationship with the local community

## Honors and Awards

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- Colvin/Cox Scholarship 2018
- Bruce T. Halle Foundation Scholarship 2018
- Academic Success Scholarship 2018
- Advantage Iowa Scholarship 2018
- Old Gold Scholarship 2018