## Alyvia Kaethow

## **Alyvia Kaethow**

Granville, OH Oxford, OH

614-477-9054 kaethoag@miamioh.edu alyvia904@gmail.com

#### Skills

Customer service, greeting guests, active learning, strong multitasking, cash handling, scheduling, conflict resolution, memory retention, coordinating tasks, complex problem-solving, judgment and decision making, relationship building, handling complaints, proficient in French speaking/writing/reading, video editing skills, leadership qualities, social media knowledge and experience, algorithm understandings

### **Experience**

#### Roosters / Hostess

April 2023 - PRESENT, Newark, OH

Collaborated with other staff members

Trained new hosting employees

Provided exceptional customer service

Remedied guest complaints

Communicated with tact and diplomacy to resolve guest dissatisfaction Cash Handling

#### Abercrombie & Fitch / Brand Representative

January 2024 - April 2024, Columbus, OH

Time management for task distribution

Multitasking assigned duties

Attention to detail to product placement

Sales-learned how to make most successive buys

Worked with customers and provided employee insight

Interpersonal skills

#### Crumbl Cookies / Team Member

August 2022 - October 2022, New Albany, OH

Learned how to follow assembly line

Accomplished training for cookie-making process

Attention to detail

#### Youtube / TikTok / Instagram / Content creator

2018 - Present

Self employed

Networking abilities

Content creation

Creative outlet

Persuasive speaking for companies products

**Email managing** 

Partnerships with brands like It cosmetics, Prada, White Fox, etc.

Instagram: Alyvia.grace

Tiktok: \_alyviagrace

# **MUF&D** / PR/Marketing Executive Assistant + Icon for Modeling the Committee

September 2024 - Present, Oxford, OH

Manage the largest student organization at Miami's Tiktok, Youtube, and Instagram

Learn to achieve content posts on deadlines

Receive constructive criticism

Format sharing among platforms

Create new ideas for posts

Study algorithms for highest reach

In charge of revamping Youtube

Participate in club meetings

#### **Education**

#### Granville High School / High School Diploma

August 2020 - May 2024, Granville, OH

Basketball and Football Cheerleader: JV 2020-2021, Varsity 2022-2024

Volunteered Service for the Granville community through the cheer program

French Club Member 2010-2024

Historian in French Club

**Key Club** 

Financial Literacy Class

**AP US History** 

AP French 5

**Publications class** 

#### Miami University / Bachelor's Degree in Process

 $August\,2024-Present, Oxford, OH\,; Freshman$ 

Major: Public Relations Women in Law Club

Crime and Forensics Club

Aspiring Panhellenic member