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# ARIAH NOETZEL

## EDUCATION

### New York University —

Bachelor's Degree in Media, Culture, and Communication received May of 2015 from The Steinhardt School of Culture, Education, and Human Development

## EXPERIENCE

### Northern Lights Agency — *Production Coordinator*

JULY 2018 - PRESENT

- Contribute to the producer and EP team workload on any and all matters including small edits, deliveries to clients, and various other tasks as needed
- Participate in creative brainstorming sessions and work hand in hand with Creative Directors to organize the resulting workflow
- Answer and direct incoming calls to all four companies under the agency's umbrella
- Screen footage and create selects reels for various projects including Amazon Prime Video Sizzles, and promos for The Bachelor, The Bachelorette and The Barefoot Contessa
- Conduct research on clients' target markets via social media and discussion boards
- Coordinated graphic elements for Verizon/Macy's Campaign
- Manage and maintain the company websites
- Oversee the company's social media accounts
- Organize incoming and outgoing shipments
- Greet and direct all clients and guests to the company at reception

### Cascade.FM — *Music Curator*

MAY 2018 - JULY 2018

- Research up and coming independent artists
- Handle all artist agreements and correspondence
- Build artist profiles on the Cascade.FM platform
- Handle social media accounts and write regular "Artist of the Day" features.

### Kidville Upper East Side, New York City, NY — *Member Services Specialist/Assistant Teacher*

MAY 2016 - MAY 2018

- Led informational facility tours and provided information on all company offerings to current and prospective members in order to sell membership and class packages
- Both led and assisted all varieties of classes including art, gym, dance, and music
- Answered incoming phone calls, directed them to corporate offices when necessary
- Handled all member issues ensuring our members truly felt at home at the facility
- Performed all varieties of administrative tasks including inputting attendance, tracking teacher schedules, filing member information, and scheduling make up and trial classes.
- Headed the decor team for Camp Kidville, ensuring the facility was completely transformed each week to fit the camp theme
- Acted as back up assistance to the CEO and upper management upon their request

### EZ Pawn Corp. New York City, NY — *Executive Assistant and Liaison to Beauty & Essex*

FEBRUARY 2016 - APRIL 2016

- Took on administrative responsibilities such as maintaining communication with clients and filing/organizing paperwork
- Managed E-Commerce websites for sale of forfeited items
- Performed managerial duties for the pawn shop at Beauty & Essex, including transferring and documenting inventory and training sales associates

### Beauty & Essex, New York City. NY — *Greeter and Pawn Sales Associate*

DECEMBER 2014 - MARCH 2016

- Welcomed patrons
- Provided guests with information on all the shop's inventory as well as its history
- Negotiated prices with clients and sold high priced point items to guests including fine jewelry, guitars, and vintage memorabilia

### Lush Cosmetics SoHo, New York City, NY — *Sales Associate*

FEBRUARY 2012 - JANUARY 2013

- Advised customers on which products best suit their needs
- Provided product demonstrations, and maintained an organized workspace
- Carried out transactions at the register

## PROFICIENT IN:

Adobe InDesign, Microsoft Office, DaVinci Resolve, Garageband, Facebook, Instagram, Twitter, and Pinterest

## MORE ABOUT ME:

I learn rapidly, and I am passionate about mastering any task placed before me. I'm a skilled writer and communicator who is incredibly friendly and welcoming and excellent at taking direction. I also have a performing background which includes songwriting, playing guitar, and singing professionally.