

Ahrianna Smith

Ahriannasmith18@gmail.com | 480-679-8063 | www.linkedin.com/in/ahrianna-smith

Skills

Languages: Fluent in English, Intermediate in Spanish

Technical Skills: Microsoft Office, Google Suites, Human Capital Management Systems

(HCM), Student Internal Systems Data Entry (SIS), Adobe Photoshop, WordPress, Visual Studio Code, Visual Studio, SQL, C#, Fedora

Skills: Problem-solving, Leadership, Teamwork, Project Management, Strategic Thinking, Public Policy, Community Service, Communication, Organization, Active-listening, Innovation, Administration, Appointment Setting, Coaching, Customer Service, Childcare, Child Behavioral Management

Education

Bachelors of Information Technology

Anticipated Graduation: 05/2028

Phoenix College, Phoenix, AZ

Associates of Applied Science in Web Development

Anticipated Graduation: 05/2026

South Mountain Community College, Phoenix, AZ

GPA: 3.5/4.0

Academic Leadership & Internships

Fellow, Student Public Policy Forum, Center for Excellence in Inclusive Democracy

10/2025 – Present

Phoenix, AZ

- Participates in professional development meetings and speaking events with officials, lobbyists, and staffers across legislative, executive, and judicial branches and different political parties.
- Establishes professional networks that provide key strategies for bridging partisan divides.

Intern, Technology Center, South Mountain Community College

10/2025 – 12/2025

Phoenix, AZ

- Selected for competitive internship based on leadership potential and academic achievements.
- Conducted comprehensive, on-site data collection and research across South Mountain Community College's campus to track and document various college IT assets.
- Utilized the Information Technology's inventory management system to audit and update over 50 records, resulting in a more accurate asset replacement methodology.

Participant, Intercollegiate Student Leadership Retreat, Maricopa Community Colleges

10/2025

Prescott, AZ

- Engaged in intensive team-building exercises designed to improve group cohesion.
- Participated in all structured sessions focused on developing individual leadership styles.

First-Year Intern

07/2025

Hattie B. B.W.I.P Girl's Confidence Camp, Prescott, AZ

- Assisted in planning and executing daily camp activities focused on building self-esteem and leadership skills in young girls.
- Mentored campers, fostering a positive and inclusive environment that embraces diversity through STEM-related activities.
- Received a two-year grant from the National Basketball Association.

Relevant Work Experience

Student Career Peer Coach, South Mountain Community College

01/2025 – 01/2026

Phoenix, AZ

- Coached over 169 students through 1-on-1 coaching sessions, providing personalized guidance on career paths and job search strategies.
- Maintain a portfolio of 446 STEM and Computer Information Technology students by curating weekly career resources and opportunities, fostering mentorship, strong communication, and meaningful relationships.
- Develop and deliver content for new career coach onboarding.

Other Work Experience

Sales Associate, United Beauty Supply <i>Mesa, AZ</i> - Managed inventory, including stock replenishment and organization, ensuring customer product availability. - Operated the point-of-sale system, accurately processing transactions, returns, and exchanges.	08/2024 – 12/2024
Customer Service Representative, Adecco <i>Phoenix, AZ</i> - Conducted outbound calls to customers to confirm receipt of issued checks, ensuring smooth payment processing and customer satisfaction. - Provided professional and courteous customer service by verifying information, addressing inquiries, and escalating issues as needed.	10/2023 - 12/2023
Customer Service Representative, InTouch <i>Mesa, AZ</i> - Handled inbound customer calls for Hyundai, assisting with inquiries, concerns, and service-related issues professionally and efficiently. - Accurately documented customer interactions, concerns, and resolutions in company systems to maintain detailed records and improve service processes.	04/2023 - 07/2023
Beauty Advisor, Sephora <i>Anchorage, AK</i> - Provided personalized beauty consultations in order to understand clients' beauty goals and recommend products that help them look and feel their best. - Demonstrated product application, showcasing my expertise in makeup techniques and skincare routines.	11/2020 - 03/2021
Debt Collector, Cornerstone Credit Services <i>Anchorage, AK</i> - Contacted individuals with outstanding balances to negotiate payment arrangements while maintaining professionalism and empathy. - Accurately documented all collection efforts, customer interactions, and payment agreements in company records to ensure compliance with regulations and internal policies.	09/2019 - 02/2020

Certifications/Awards

Career Coaching Certificate <i>DC Education, South Mountain Community College, Phoenix, AZ</i> Completed over 20 hours of career coach training.	07/2025
Google Ads Search Certification	04/2025
Google Ads Shopping Certification	04/2025
HP Effective Business Websites	02/2025
HP Social Media Marketing	02/2025
National Science Foundation STEM Train Program Scholarship, South Mountain Community College <i>Phoenix, AZ</i> Awarded for completing a STEM-related project.	2024 - 2025