

ARIANA BARNETT

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PROFESSIONAL SUMMARY

Motivated, attentive, and innovative third year Neuroscience and Behavioral Biology major; Women's, Gender and Sexuality Studies minor. Exhibiting a vast spectrum of experience engaging in strong interpersonal communication skills and a common pursuit of serving others. Seeking to leverage a holistic academic background and proactive mindset to forge meaningful contributions, persevere through challenges and garner new experiences.

PROFESSIONAL EXPERIENCE

Student Center Operations & Events Assistant

Emory University | Atlanta, GA | 2024- 2026

- Maintain clear and effective communication with students, faculty, and vendors to confirm reservations and relay information.
- Proficient in using event management software and scheduling tools to deliver invoices and event confirmations.
- Oversee multiple reservations and events simultaneously, ensuring all details are handled properly.

OxStudies Administrative Assistant

Oxford College of Emory University | Oxford, GA | 2022-2024

- Skilled in providing service to attendees and addressing their inquiries and concerns
- Adept in maintaining accurate records, generating reports, and evaluating event success
- Assisted with in-office inventory and organization

Guest Representative Intern

Footprint Center | Phoenix, AZ | 2021-2022

- Knowledgeable of facility layout, amenities, and attractions; able to provide detailed information and recommendations to guests.
- Facilitated a welcoming atmosphere providing assistance and customer service to bolster customer experiences.
- Maintained appropriate verbal communication skills to effectively interact with guests, colleagues, and management to address inquiries and concerns.

EXTRACURRICULAR EXPERIENCE

Co-President and Public Relations

Revision Feminist Club | Oxford, GA | 2022-2023

- Designed and promoted posters for club events, utilizing club forums and social media
- Coordinated and managed garage sales to raise funds for relief efforts and local women's shelters, organizing logistics, volunteers, and promotional efforts to maximize donations.
- Planned and coordinated educational meetings, speaker events and poetry readings focused on contemporary world issues

Girls Confidence Camp Board Member & Intern

Hattie B. Black Women In Progress | Sierra Vista, AZ | 2021-2026

- Developed educational and interactive activities and games tailored to self-expression, creativity, and personal growth.
- Worked in collaboration with other counselors and camp staff to coordinate activities, workshops

Volunteer- South Pointe Junior High School & Quest High School

The Leona Group | Phoenix, AZ | 2015-2025

- Supervised events and assisted in running various activities, ensuring smooth execution and participant engagement.
- Developed and managed social media posts and campaigns, including creating content and executing promotional boosts quintupling the accounts engagement and reach.
- Managed bulletin boards and performed various office duties, contributing to the organization's operational efficiency.
- Mentored and developed youth, providing guidance, support, and fostering personal and professional growth.

EDUCATION

Emory University | Atlanta, GA | 2026

B.S. Neuroscience and Behavioral Biology

Minor Women's Gender and Sexuality Studies

BioScience High School | Phoenix, AZ | 2022

Diploma

AWARDS & HONORS

Patty Owen Smith Women's, Gender and Sexuality Studies Award | Oxford College of Emory University | May 2024

Academic Excellence | Bioscience High School | 2019, 2020, 2021, 2022

Creative Thinker | Bioscience High School | Dec 2019

Risk Taker | Bioscience High School | May 2022

ADDITIONAL SKILLS

Proficient in Microsoft 365 Office, Google Workspace, Canva, Notion, Meta Suite