

Ariel C. Williams

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EDUCATION

BFA, Creative Writing

Full Sail University | Winter Park, FL

Exp. Graduation: October 2020

SKILLS

- Classroom Management
- Literacy in Reading & Writing
- Microsoft Office Suite
- Social Media
- Typing 96 WPM
- Research & Analysis
- Critical Thinking
- Small Group Leader
- Capacity to pivot when necessary
- Building rapport
- Creativity

WRITING EXPERIENCE

In Place of Love | Flash Fiction | Smashwords | September 2019

From Blank Space to Blogging Brilliance | Blogging Resource | Amazon | April 2015

The Girl Talk Chronicles | Self-Help | Amazon | February 2014

WORK EXPERIENCE

Reading Instructional Technical Assistant

NCF Public Charter School | Gainesville, FL

August 2018 – Current

- Administers reading diagnostics for low-level reading and comprehension students.
- Employs on-the-job and system-based training to assess reading, vocabulary, and proficiency levels.
- Curates successful individual scaffolding learning plans.
- Manages classroom daily.

Reading Tutor & Substitute

NCF Public Charter School | Gainesville, FL

August 2017 – May 2018

- Led small group sessions and 1:1 pull-outs rooted in reading strategies, comprehension checks, and engagement.

- Promoted critical thinking and self-awareness through self-assembled lessons and discussions.

Social Media Ambassador Coordinator

June 2016 – December 2017

Be Blogalicious | Silver Spring, MD

- Led high functioning team of bloggers and influencers to generate viral media.
- Developed Ambassador program to support company and sponsors for two annual blogging conferences.
- Selected qualified team members to execute tasks.
- Engaged with community via social media, newsletters, and website comments. Sourced photos and created graphics for media use.

Digital Content Manager

January 2016 – December 2017

Be Blogalicious | Silver Spring, MD

- Produced high ranking articles that increased readership and engagement.
- Managed and organized blog content and schedule.
- Implemented and maintained content themes, such as *Blog Tips*, *Monthly Round Up*, and *Gift Guide*.
- Engaged with community via social media, newsletters, and website comments. Sourced photos and created graphics for media use.

Digital Media & Events Intern

November 2014 – December 2015

Be Blogalicious | Silver Spring, MD

- Coordinated online events, blog content, and newsletters.
- Curated weekly posts for company's Facebook page, Facebook group, and Twitter.
- Oversaw Vendor applications and activations for 2015 blogging conference.

Premium Collections Representative

October 2008 – September 2012

Nationwide Insurance | Gainesville, FL

- Retrieved lost premium on default commercial policies for Fortune 500 insurance company.
- Worked with policyholders to collect unpaid balances on cancelled commercial policies by authorizing payment plans and settlements.

AFFILIATIONS AND CERTIFICATIONS

SEO Foundations | Lynda.com | June 2019
Advanced Grammar | Lynda.com | June 2018
Grammar Foundations | Lynda.com | June 2018
Learning to Write Marketing Copy | Lynda.com | June 2018
SEO: Keyword Strategy | Lynda.com | June 2018