

 949-307-4687

 avivanco126@gmail.com

 510 Ocean Avenue APT 3C
Brooklyn, NY 11226

SKILLS

- Writing
- Social Media
- Trend research
- Hospitality management
- Business budgeting
- Sales and marketing
- Communication
- Top-performing customer service
- Salesforce, Canva, Microsoft Office, MailChimp, Outlook

EDUCATION

- Bachelor of Arts, English from UC Irvine

ANALYSA VIVANCO

ABOUT:

An empathy-first, performance driven individual who is energized by both a competitive, yet collaborative environment where my exceptional management skills and unmatched creative intelligence can flourish in a space where there is positivity, innovation and measurable excellence.

WORK EXPERIENCE

Rose Street Creative | Seasonal Copywriter

May 2020 - December 2022

- Managed all captioning for social media advertisement campaigns and initiatives
- Developed concise, catchy and effective slogans and website copy for several sustainable fashion brands

Girls Write Now | Writing Mentor

September 2021 - June 2023

- Worked with high-school mentees in a one-on-one, structured setting to assess and improve their writing skills and goals
- Created and facilitated weekly writing activities based on mentees' needs and strengths

Industrious | Member Experience Manager

November 2021 - present

- Organized day-to-day operations at a high occupancy luxury co-working space
- Created and executed monthly community and networking events within a fixed budget
- Performed top-tier hospitality, taking the location's Net Promoter Score from 60% to 100%, the highest in the region
- Facilitated daily tours of the space, generated contracts, closed sales, and drove occupancy from 44% to nearly 90%