Brianna Arter

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EDUCATION:

Bachelor of Science, Criminal Justice

University of Cincinnati, Cincinnati, OH

- Minor: Organizational Leadership
- Relevant Coursework: Police Effectiveness, Introduction to Forensics, Criminal Law, Psychology of Criminal Behavior, Corrections in America, Correctional Rehabilitation
- Awards and Honors: Dean's List (Fall 2019 and Spring 2020)

INTERNSHIP:

Student Intern December 2019 – March 2019

Hamilton County Sheriff Department, Cincinnati, Ohio

- Completed 112 hours of job shadowing multiple positions throughout the Hamilton County Sheriff Department such as: Court Services at Hamilton County Courthouse, Hamilton County Justice Center, Hamilton County Juvenile Court/ Domestic Relations, Hamilton County Criminal Investigations Unit, Hamilton County Traffic Unit, and enforcement at Hamilton County Sheriff Department District 3.
- Attend court arraignments and juvenile felony hearings and arraignments
- Learned process and routine of sexual offender and arsenal offender registration
- Assisted investigation of a previous car accident and created a traffic accident report
- Attained knowledge of where to search a vehicle for illegal drugs that could be blind to human eye without use of K9
- Experienced SWAT execute an arrest tactic against a noncompliant offender
- Learned process of records unit, executing a warrant for arrest, and jail in-take

WORK EXPERIENCE:

Marketing and Events Coordinator October 2022- Current

E+O Kitchen Restaurant Group, Cincinnati, Ohio

- Key role in planning and executing a wide range of events while also contributing to our marketing initiatives.
- Plan and execute events from conception to completion, venue selection, catering, logistics, and on-site coordinations.
- Develop and implement marketing campaigns to promote products, services, and events.
- Collaborate with team to create compelling content including social media posts and promotional materials.
- Work with team to ensure brand consistency across all channels and events.
- Explore opportunities for brand partnership and collaborations with local companies, foundations, and professional sports teams.
- Monitor and analyze the success of marketing campaigns and events.
- Assess the return on investment and suggest improvements.
- Establish and maintain relationships with vendor, sponsors, and partners for events.
- Negotiate contracts and agreements to secure favorable terms.

Large Party Coordinator September 2022- Current

E+O Kitchen Restaurant Group, Cincinnati, Ohio

- Organize and execute large-scale parties and events at all locations and outside vendors by collaborating with clients to understand their vision, preferences, and specific requirements.
- Develop and manage client budgets
- Coordinate logistics and guest accommodations to ensure a seamless event experience.
- Oversee event setup and breakdown, ensuring all elements are executed according to the clients expectations.
- communicate effectively with clients and vendors to address any concerns or changes
- handle on-site management, addressing issues and troubleshooting as needed.

Server/ Bartender June 2021- August 2022

E+O Kitchen, Cincinnati, Ohio

- Possessing personalized customer service to guests.
- Scrutinizing details of guests orders and requests during their dining experiences.
- Multitasking during the shift- attending to tables, work space, and teammates.
- Immediately resolving disputes or issues with guests.
- Emphasizing teamwork during shift.

Suite Supervisor March 2019– September 2021

Delaware North at Great American Ball Park, Cincinnati, Ohio

- Overlooking Food Runners, Suite Attendants, and Beverage Room functions.
- Verifying suites are prepared to standards and ready before guests arrive with necessary food and beverages.
- Settling reasonable issues that may occur.
- Completing paperwork at end of night such as: balancing game day totals, accounting for all suites bills and payments, and printing and organizing next game day food and beverage orders.

VOLUNTEER EXPERIENCE:

Student Volunteer February 2019

Habitat for Humanity, Cincinnati, Ohio

- Restored and built new wall framing in duplex for family in need.
- Cleaned demolition and separated salvageable brick to reuse for future fireplace.

HONORS & ACTIVITIES:

Member/ Think Pink Committee 2018-2020

Zeta Tau Alpha, University of Cincinnati

- Raise over $10,000 to support Breast Cancer Education and Awareness
- Host Breast Cancer Education and Awareness events for women and men of all age
- Help prepare philanthropy events
- Contact local businesses for donations for philanthropy events
- Visit other sororities and fraternities to formally invite to philanthropy events

SKILLS

- highly organized
    - planning, process flows, attention to detail
- intermediate level use with Canva
- basic level use with microsoft word and microsoft excel
- basic level use with google docs & google sheets