

Cella Mahoney
4 Skytop Gardens
Parlin, NJ 08859
cellabellaella@gmail.com
512.673.0181

Overview

Inspired individual with unique expertise and a wide range of experiences. Strengths include the ability to master new skills quickly, creatively solve problems under pressure, organize and lead action-oriented teams, and anticipate the needs of others.

Skills

- Adobe Suite, Microsoft Office, Lifesaver
- Italian: fluent; ASL: moderate
- Customer service, public relations
- Community organizing
- Curriculum development
- Editing, data entry, training, quality control
- Visual design and illustration
- Graphic design and layout
- Photography
- Social media savvy

Work Experience

Designer Greetings **Edison, NJ** **December 2019-Present**

Trade Show Coordinator

- Maintains schedules, invoices, orders, packing, shipment, organization, printing, and research for the overlapping 60+ trade shows the company attends every year
- A primary correspondent for every department in the company: in the office, the warehouse, and the sales reps around the country and in Canada
- Executes simple to complex tasks with strict deadlines under pressure
- Assists in running the company's online greeting card shop
- Assists the marketing team with extra design work and data entry

Framers Workroom **Washington, DC** **July 2017 - August 2019**

Custom Picture Framer

- Assisted customers in designing their projects, directed them in the framing process
- Executed simple and complex framing projects from start to finish
- Prioritized projects provided by manager for best time management

College Nannies and Tutors **Austin, TX** **June 2016 - July 2017**

Nanny

- Cared for four rambunctious children
- Problem-solved while multitasking
- Was calm in chaos
- Developed games and invented fun projects

RIT Reporter **Rochester NY** **September 2015 - May 2016**

Illustrator

- Illustrated for editorial pieces on short deadlines while simultaneously a full-time student

RIT Aquatics Center**Rochester, NY****August 2012 - May2016***Lifeguard**Swim Instructor*

- Kept patrons safe, enforced pool rules
- Recertified in CPR and First Aid annually
- Instructed individual swim lessons
- Oversaw communication between administration and parents
- Coordinated substitute instructors

Volunteer Experience**Franciscan Volunteer Ministry****Silver Spring, MD****August 2016 - July 2017***Franciscan Volunteer Minister*

- *Red Cross Volunteer at Walter Reed Navy Hospital:*
 - Distributed doctors' mail
 - Managed calls at a nurse's station
 - Made copies of forms for patients to fill out
- *Librarian Assistant:*
 - Catalogued books
 - Facilitated classroom control
 - Checked out books
- *Volunteer:*
 - Helped parish wherever needed
 - Was responsible for vehicle maintenance shared by community
 - Planned meals organized meetings
 - Mediated if conflicts arose
- *Confirmation Teacher:*
 - Established a curriculum based on bilingual faith formation book
 - Co-taught class to ages 12-16
 - Conceptualized and conducted a dedicated retreat for the students
 - Assisted youth group with organizing and participation
 - Integrated leadership within community
- *English as a Second Language Teacher:*
 - Adapted a curriculum based on textbook
 - Instructed adults with little to no English experience

Brick City Boppers**Rochester, NY****August 2015 - May2016***Public Relations Officer**Swing Dance Instructor*

- Liaison between the E-board, the general public within the university, and the club
- Designed flyers, illustrated branding, created and promoted official events
- Revitalized the teaching curriculum with partner for weekly club meetings
- Co-taught beginner and intermediate swing
- Mastered increasingly more challenging moves to teach
- Evaluated choreography and taught it to a large group, originated and performed partnered choreography

Education

Rochester Institute of Technology, Bachelor of Fine Arts: Illustration

Graduated in May 2016

Academia Italiana a Firenze:

Spring 2014