

VIANSA M. PORTESI

(401) 391-2808 | vmportesi@crimson.ua.edu | www.linkedin.com/in/viansa-portesi

Skills/Capabilities/Expertise

- Microsoft Office Suite (Word, PowerPoint, Excel), basic HTML/CSS, Writing Across Platforms, Analyzing Data, Public Speaking

Education

The University of Alabama, Tuscaloosa, AL
Master of Business Administration, Graduation
(May 2023)
Concentration: Real Estate

The University of Alabama, Tuscaloosa, AL
Bachelor of Arts, Graduation (May 2021)
GPA: 4.0/4.0
Majors: Political Science & Communication
Studies
Minor: Computing Technology & Applications

Work Experience

HOTWORX, Tuscaloosa, AL **(May 2021-Present)**
Trainer Sales Associate

- Boost memberships through outbound marketing leading to a 30% increase in sales
- Promote company via social media platforms (Facebook, Instagram)
- Train new employees, including two new within my first 3 months
- Maintain fitness equipment and facility to meet rigid safety and sanitation standards

Office of Student Financial Aid, Tuscaloosa, AL **(May 2021-Present)**
Graduate Assistant

- Promote and assist students with employment opportunities via email and job fairs
- Enter payroll data into digital systems to keep all payroll files up to date
- Manage communication including phone lines and office email
- Screen phone calls, direct calls, and take messages

The Rhode Island General Assembly, Providence, RI **(May 2019-August 2019)**
Technology Assistant

- Jointly oversaw and audited code for State Website
- Streamlined legislator-constituent communication by updating ancient technology platforms
- Collaborated with individuals to organize advance state databases of noncurrent legislation

The Rhode Island General Assembly, Providence, RI **(January 2017-June 2018)**
House Page

- Directly aided legislators through the delivery of correspondence and legislative material
- Produced official written communication on behalf of legislators
- Trained and supervised 10+ new house pages

Honors/Leadership/Activities

- **The University of Alabama Undergraduate Honors**: President's List (4), Dean's List (2)
- **Believe UA Program**, Mentor **(August 2020-May 2021)**
 - Mentored 2 freshmen by actively assisting in ensuring a successful academic and social transition into college via individual weekly meetings and check-ins
- **Distinguished Young Woman of Rhode Island**, National Representative **(Jan 2018-Jan 2019)**
 - Won state competition and competed in the 2-week National Program in Mobile, AL, as well as completing a "Be Your Best Self" presentation to a local elementary school