

# Ashley Johnson

asdjohnson22@gmail.com ☎ (401) 338-1620 ☎ Providence, RI ☎ [Portfolio](#)

---

## WORK EXPERIENCE

### Aguila De Osa - Rainforest and Marine Adventure Lodge

February - September 2023

*Resort Receptionist*

*Drake Bay, CR*

- Performed as the main source of contact with high class clients, resolving any issues that could arise from room maintenance to tour operation and travel arrangements.
- Oversaw the organization for many moving factors each day, including excursions, arrivals, and departures, utilizing Excel sheets, while communicating this, in English and Spanish, with both guests and staff.
- Created new [graphics](#), utilizing Canva, for the hotel room's welcome signage and drink menus, staying consistent with the brand voice.

### Easthampton and Amherst Media

January 2021- May 2022

*Production Assistant/ Programmer*

*Western Mass, MA*

- Managed pre-post production for the multi-camera, Amherst Weekly student news report, gaining experience in production setup, camera operation, TD, lighting concepts, script supervising, and audio, in addition to camera and broadcasting operations for weekly local meetings and conventions, such as "sheLeads".
- Gained professional efficiency in Premiere Pro, as well as more experience in Adobe Creative Suite

### GJ Builders

May - August 2020

*Administrative Assistant*

*West Greenwich, RI*

- Upheld organization for expense and billing reports of multiple projects, and implemented a more efficient digital organizational structure.
- Upheld timely and efficient communication for clients, company, and owner.

### Brainfuse Tutor

November 2023- Present

*Freelance Writing Tutor*

*Remote*

- Proofread and provide constructive feedback, as well as writing tips, for students to best revise their academic essays

### WaterFire Providence

June - August 2020

*Volunteer and Events Manager*

*Providence, RI*

- Created and sourced online content for all social media pages of WaterFire Volunteer pages, as well as wrote weekly email blasts, and conducted monthly Zoom sessions to maintain active engagement for volunteers during Covid-19.

### Francesca's

April 2016 - August 2018

*Stylist*

*Providence, RI*

- Assisted in executing the visual brand standards, in floor design, mannequins, and product presentation.
- Excelled in delivering a personable sales experience that focused on building a loyal guest with positive rapport.

### The Oar

June 2022- October 2022

*Server*

*Block Island, RI*

- Upheld a high degree of professionalism during averages of 80 hour work weeks at a full capacity restaurant.

## EDUCATION

### University of Massachusetts Amherst

May 2022

*Bachelors of Arts in Communication and Media Studies, Minor in Sociology, Certificate in Film Studies*

*Amherst, MA*

- 3.9/4.0 GPA; Dean's List
  - **Relevant Courses:** Hospitality & Tourism Management, Media & Industries, International Business, Diplomacy, Demography, Film Production, Public Opinion, Social Psychology, Screenwriting
- Member of Sigma Delta Tau Sorority, Studied Abroad at Libertas University in Dubrovnik, Croatia, FTK Fundraiser, Communication Student Showcase Award Recipient in Research, Gilman International Scholar

## SKILLS & INTERESTS

- **Certifications:** Writing In Plain Language - LinkedIn Courses, Social Media Management - Meta Courses
- **Skills:** Interpersonal Communication, Customer Service, Strong Writing Skills: copywriting + copyediting, Adobe Suite, Microsoft Suite, Google Suite, Social Media, Spanish
- **Interests:** Reading, film, writing, gardening, interior design, traveling, volleyball, philosophy, painting, styling, new languages, the Roman Empire (doesn't everyone). Check out my travel blog! [yaos.blog](#)