



MILAGRO A. ARROYO CASANOVA

CONTACT

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EDUCATION

Ringling College of Art and Design

2019 - 2024

Bachelor of Arts in Visual Studies

Minors in Art History and Fine Art

VOLUNTEERING AND CERTIFICATIONS

- Certification in Theater at CABA in Puerto Rico
- Volunteered in RCAD club called Ringling Royals 2019-2020
- Volunteered in the "Museo de Arte de Aguadilla y del Caribe"

2023

SKILLS

- Adobe Creative Cloud
- Microsoft 365
- Google Workspace
- Research and Presentation
- English and Spanish
- Communication and Leadership Skills
- Detailed-oriented
- Critical thinking and Problem-Solving
- Time management
- Customer Service and Sales
- Library Cataloging and Barcoding
- Design Creation and Concept Development
- Interpersonal Skills
- Photography
- POS Systems
- Canva
- Social Media Content Creation
- Writing Ability
- Adaptability
- Project Management
- Quick Learner
- Trend Awareness
- Empathy and Listening

ABOUT ME

I am an alumni from Ringling College of Art and Design. My studies mainly focused on Art History and Fine Arts, but because of the flexibility offered from my major I was able to study graphic design, photography, business, and basics in animation. Before college I went to an extracurricular school called CABA or La Escuela Especializada en Bellas Artes, where I studied Theater, Choir, and Visual Arts. I graduated with a certification in Theater. I have taught and communicated customers of all ages while promoting a safe space for questions and communication. I value team work, creativity, constant learning and growth, and hard work.

WORK EXPERIENCE

PAINTING TEACHER

Paint Barn, Junction City, KS

February- July 2022

- Teach painting classes for adults and children
- Taught private parties and watched over private events
- Prepared canvases and set up materials for clients
- Cleaned, organized, and stored materials appropriately
- Opened and closed the store
- Watched over the ceramics room
- Handled many transactions from costumers
- Helped customers with questions and provided clear information and answers
- Maintained a cheerful and calm demeanor at all times

LIBRARIAN/CLERK

Fort Riley Post Library, Fort Riley, KS

March - July 2022

- Basic Experience in Microsoft Excel to sign people in and out of the computer lab
- Read Storytime and organized crafts for children every week
- Processed and cataloged new books through the Sierra Integrated Library System
- Barcoded, stamped, and revised existing books
- Shelled all returned material
- Checked out and checked in books, movies, and videogames
- Helped patrons with various issues both by phone and in person
- Cleared army personnel that might be PCSing or ETSing
- Closed patron accounts, created new ones, or updated existing accounts
- Prepared library for closing

CASHIER/SERVER

Beach Snoball, Sarasota, FL

Jan 2019-Sept 2019

- Assisted customers in finding appropriate products, answered questions and provided easy to understand solutions and answers
- Properly verified customers identification for alcohol purchases
- Answered phone calls and directly worked with the POS systems
- Accurately handled over \$200 of payments daily in cash and credit card payments for the products
- Stayed up to date and organized inventory
- Communicated promotions and discounts to customers when available
- Organized and cleaned work areas to ensure it complied with safety and health standards.
- Worked both closing an opening shifts
- Ensured all customers felt welcome and provided friendly and professional service
- Trained a new employee and helped coworkers complete tasks to achieve maximum efficiency
- Took customer orders effectively and in a timely manner
- Operated soft serve and ice-shaving equipment

CONTINUED WORK EXPERIENCE

ASSISTANT TEACHER

Kiddie Academy at Cedar Park West

September 2023- April 26 2024

- Certified in CPR and First Aid
- Assist and supervise children during all activities throughout the day
- Plan and prepare all activities and lessons alongside the lead teacher
- Assist with all forms of paperwork within the classroom including health checks, incident reports, injury reports, and daily notes
- Ensure that the classroom environment is safe and organized throughout the day and during closing
- Counsel and help children when they experience social and academic problems
- Promote a safe, happy, and positive environment that motivates children to learn
- Ensure that all classroom equipment is in good working condition
- Provided assistants in all classroom from infants to afterschool