

Aviva Ron

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PROFESSIONAL SUMMARY

An adaptable employee who has held leadership positions and experience in various student organizations since 2014. Capable and passionate about work and proficient in employing a unique approach to problem-solving and analysis that allows for a different perspective to resolving issues in the workplace. Eager to listen and learn in new opportunities.

WORK HISTORY

Carnegie Museums of Pittsburgh. Pittsburgh, PA
Visitor Services Representative | 12/2021 - 8/2022

- Assisted customers with a warm and professional attitude
- Maintained a balanced cash drawer and handled various forms of payment
- Acted to resolve visitor complaints and/or problems in a courteous, timely, and effective manner
- Kept up-to-date on various museum programs and experiences
- Promoted and sold memberships, passes, and gift certificates
- Gained proficiency in POS systems and in conducting transactions quickly yet graciously

TCNJ Office of Institutional Diversity, Equity + Inclusion. Ewing, NJ
Intern | 09/2018 - 01/2020

- Created, distributed and analyzed the results of LGBTQ+ campus climate surveys
- Organized events such as Lavender Convocations and Graduations
- Advocated for the creation and improvement of various diverse campus initiatives, such as a fully staffed LGBTQ+ Support Center and Gender Inclusive Housing for freshmen
- Presented data to stakeholders and explained the results of various campus climate surveys in an accessible way

The College Of New Jersey. Ewing, NJ
Library Student Media Supervisor | 05/2018 - 03/2020

- Assisted patrons with library equipment operation and rentals, including microfilm, microfiche and audio/visual equipment.
- Guided patrons on where to find library resources and collected equipment, reference pieces and other items.
- Kept detailed records of lending transactions and library users.
- Handled check-in and check-out process of audiovisual and media materials at media desk.
- Gained strong understanding of various methods for cataloging media materials.

EDUCATION

The College of New Jersey - May 2023

Trenton, NJ

Bachelor of Arts: Women's, Gender And Sexuality Studies

- Minored in Queer and Sexuality Studies
- Recipient of the LGBTQ Leadership Scholarship
- Dean's List Fall 2017

SKILLS

- Fluent in Hebrew
- Proficient in Microsoft Office (Including PowerPoint and Excel)
- Customer relations
- Result Interpretation
- OCLC, WorldCat, ALMA
- Audio/visual equipment
- Shelving and organization
- Catalogue and sort procedures

LEADERSHIP

- PRISM:
 - Membership Engagement Chair, Spring 2017 and all of 2018
 - President, Spring of 2019
- Phi Kappa Phi Honor Society, Member
- Iota Iota Iota (Triota) Women and Gender Studies Honor Society, Member
- Disability PRIDE, Member
- Brower Student Center Advisory Committee, Student Organization Representative
- Student Diversity Steering Committee, Student Representative
- Student Advocacy Advisory Team, Student Representative