

# Alyssa Ruiz

154 Ball Pond Road, New Fairfield, CT 06812 | 845-797-9830  
[Alyssa.Ruiz@uconn.edu](mailto:Alyssa.Ruiz@uconn.edu) | <https://www.linkedin.com/in/lyssbek>

## EDUCATION

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### University of Connecticut, Storrs

May 2027

Bachelor of Fine Arts, Digital Media and Design (Currently pursuing)

#### Awards/Accolades:

- Leadership Scholarship
- Talent Scholarship
- New England Scholar
- Dean's List (2024-2025)

### Wilostar3d Academy, remote

High School Diploma

Major GPA: 4.0

Honors: Co-Valedictorian

## WORK / MEDIA EXPERIENCE

### Sonaura Voice - High Performance Voice Training, remote

Administrative Assistant & Social Media Coordinator, January 2022 - Present

- Organize and schedule appointments via Bizflow & Gmail to ensure all the company's scheduling needs are met
- Write and distribute email, correspondence memos, and forms to ensure all communication gets sent out to clients
- Design social media posts / Client spotlights to promote the company
- Scan and organize digital sheet music to give to singers

### Christ the Redeemer Church

Social Media & Graphic/Motion Designer, January 2023 - Present

- Photograph and design social media posts for music ministry Instagram
- Create announcement slides in Canva
- Film and edit montage videos for various ministries and social media platforms

## SKILLS

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**Computer:** Canva, Adobe Premiere Pro, Adobe After Effects, Adobe Photoshop, Adobe Audition, Adobe Illustrator, Procreate, Notion, ProPresenter, Bizflow

**Social Media:** Proficient in professional use of Instagram, TikTok, Facebook, X, YouTube

## LEADERSHIP & VOLUNTEER ACTIVITIES

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- **Crew Leader / Lead Teacher** for Preschoolers at Vacation Bible School (2016 - Present)
- **Tech Crew** for Ridgeway Alliance Church & Christ the Redeemer Church (2016 - Present)
- **Orlando Florida Food Bank** (July 2019)
- **Preschool teacher** Awana Program (2023)
- **Student Mentor** during High School (2021-2023)
- **Head of Decoration Board** for Vacation Bible School (2023)
- **Preschool teacher** Vacation Bible School (2023-2024)
- **Community Theater** (2023-2025)
- **President** Chi Alpha Campus Ministries (2024-present)
- **Chaperone** for SHIFT Youth Camp (2025)