

# Vivian Sutton

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## EDUCATION

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### University of Miami Herbert Business School

Coral Gables, FL

Bachelor of Business Administration in Entrepreneur Major

Expected December 2026

- **GPA:** 3.54 / 4.00
- **Relevant Coursework:** Operations Management, Strategic Management, Leading Change, Leading Teams, Negotiation Strategies, Fundamentals of Marketing, Marketing for Entrepreneurs, Business Analytics, Intermediate Business Statistics, Managerial Accounting, Human Resource Management

## WORK & LEADERSHIP EXPERIENCE

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### Wellist Week

Design District, FL

Volunteer

April 2026

- Oversaw 200+ guest check-in operations across a 4-hour event, coordinating attendee flow and resolving on-site needs in real time with minimal direction
- Maintained venue presentation and brand standards from 3-hour pre-event setup through close
- Prepared 200+ branded gifting packages, contributing to a cohesive, elevated guest experience

### 4D Fit

Aventura, FL

Volunteer

August 2017 – January 2024

- Supported owner in room organization including weights, dumbbells, resistance bands, and mats
- Advised members on workout modification, correct positioning, and form adjustments

### Aritzia

Miami, FL

Inventory Associate

August 2022 – January 2023

- Orchestrated in-store setup including merchandise reception and backroom organization
- Provided personalized recommendations to customers by leveraging inventory knowledge and best seller options, greeted clientele and upkept fitting room to ensure optimal shopping experience

### Le Petite Spa

Coral Gables, FL

Operational Assistant

January 2023- February 2024

- Entertained and directed parties for children by providing unique beauty stations for girls ages 2 to 14 to receive manicures, pedicures, makeup, and hair services, followed by fashion shows
- Handled booking and payment process while maintaining organized environment for each party

### Maccabi Tzair

Aventura, FL

Counselor / Volunteer

August 2019- June 2021

- Managed groups of 15+ 2<sup>nd</sup> graders and assisted in teaching values and lessons of Judaism through 5+ weekly activities to keep attention and align manners and behaviors
- Assisted in coordination of events and camping trips to bolster community engagement by 85%

### Pink Lemonade

Aventura, FL

Event Facilitator

June 2021- November 2022

- Utilized client skills to organize and setup weekly events for girls from ages of 2 to 14
- Assisted 5+ staff members in providing beauty treatments including braiding and nail services

## LANGUAGES, SKILLS & INTERESTS

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**Languages:** Conversational Spanish

**Technical Skills:** Microsoft 365, Google Workspace, Canva, PowerPoint, Microsoft Word

**Interests:** Wellness & Recovery, Functional Medicine, Mindfulness, Luxury Hospitality, Fashion, Beauty, & Lifestyle Brands

