

SAMANTHA NOBLES

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PROFESSIONAL SUMMARY

Outgoing and detail-oriented Pratt Institute student with over four years of front desk, customer service, and administrative experience. Skilled at welcoming guests, supporting daily operations, managing multiple priorities, and working collaboratively in fast-paced environments. Passionate about the creative industry and eager to contribute to a world-class studio while learning from industry professionals.

EXPERIENCE

Front Desk Receptionist & Social Media Content Creator | Pratt Institute | Oct 2021– 2026

- Welcome students, faculty, and visitors while providing professional front desk support.
- Assist with daily office operations and administrative tasks.
- Create content for social media channels and special projects.
- Manage multiple responsibilities while maintaining a positive and organized environment.
- Collaborate with staff and student teams to support campus initiatives and events.

Creative Services Intern | Jun 2023–Dec 2023

- Prepared files and materials for promotional campaigns.
- Presented concepts and assisted with project organization.
- Worked under tight deadlines while maintaining accuracy and professionalism.

3D Modeling Intern | Space Cowboys Creative Agency | May 2025–Jul 2025

- Created 3D models, textures, and UV layouts for client projects.
- Assisted with storyboarding and production tasks.
- Communicated effectively with supervisors and team members to complete assignments on schedule.
- Balanced multiple deadlines while maintaining attention to detail.

SKILLS

Professional: Customer Service, Front Desk Operations, Administrative Support, Hospitality & Guest Relations, Time Management, Team Collaboration, Written & Verbal Communication, Organization

Technical: Microsoft Office Suite, Google Workspace, Adobe Creative Suite, Maya, ZBrush, Substance Painter, After Effects, Premiere Pro, Nuke

EDUCATION

Pratt Institute, Brooklyn, NY
B.F.A. 3D Animation & Motion Arts