

Noella Minassian

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KEY SKILLS

Microsoft Office Suite, Project Management, Social Media Content Creation, Google Workspace, Graphic Design, Event Planning, Social Media Strategy, Public Speaking, Marketing, & Wordpress.

Accounting & Social Media Associate | Proactive Tax & BM— Sherman Oaks, CA *August 2025 – Present*

- Oversee company social media presence, creating content and managing engagement to enhance client outreach.
- Prepare individual and business tax returns in compliance with federal and state regulations.
- Manage full-cycle bookkeeping, including accounts payable/receivable, reconciliations, and financial reporting.
- Maintain accurate financial records and support month-end closing processes.
- Assist clients with financial documentation and tax preparation inquiries.

HerCampus UCI Writer | HerCampus — Irvine, CA *October 2023 – March 2024*

- Writing and pitching article ideas for the UC Irvine chapter of HerCampus.
- Met quarterly deadlines and produced 1-2 articles per quarter.
- Generated ideas for new content series or formats based on audience interests and market trends.
- Attended weekly meetings and contributed to creative ideas.
- Focused on lifestyle, entertainment and wellness content.

Customer Service / Translator | Golds Gym — Glendale, CA *October 2022 – September 2023*

- Worked as a translator for sales and front desk as needed.
- Managed memberships and billing information.
- Sent out phone calls and emails while communicating matters regarding membership.
- Assisted with maintenance and scheduling - classes and personal training.
- Supported sales initiatives by informing potential customers about available promotions or special rates.
- Managed high call volume with professionalism, ensuring that all phone calls were answered quickly and accurately.

Legal Intern | Papazian Law Firm — Sherman Oaks, CA *Summer 2022*

- Edited, drafted and proofread case files and legal documents with close attention to detail and confidentiality.
- Conducted legal research to support strategy development and case preparation.
- Aided with administrative tasks such as filing and organizing case paperwork.
- Attended client meetings and briefings to observe case progress and understand legal procedures.

Children's Content Writer | Melina Shamirian — Los Angeles, CA *January 2021 – December 2021*

- Authored original children's stories distributed internationally to the Middle East for educational and developmental use.
 - Produced multi-page narratives on a consistent schedule, incorporating age-appropriate moral and character-building themes.
 - Developed and managed a structured content calendar to coordinate story themes and distribution timelines.
 - Conducted research on diverse cultural and educational topics to ensure relevance, sensitivity, and engagement.
 - Adapted storytelling techniques to support literacy development and comprehension among young readers.
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EDUCATION

University of Southern California, Los Angeles, CA | August 2025 - Present

Masters of Arts in Public Relations and Advertising

University of California, Irvine, Irvine, CA | September 2023 - June 2025

Bachelor of Arts in Literary Journalism

Languages

- *English*
- *Armenian*
- *Farsi*
- *French*