

TARIAH ROBERTS

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PROFESSIONAL SUMMARY

Driven Strategic Communication student at the University of Minnesota with experience in client-facing and service-oriented roles. Skilled in public relations writing, audience and stakeholder analysis, and social media analysis. Strong communicator with transferable skills in organization, adaptability, and supporting strategic communication efforts.

EDUCATION

University of Minnesota, Twin Cities – Bachelor of Arts in Strategic Communication |

Anticipated: Dec. 2026

University of St. Thomas – Dougherty Family College – Associate of Arts in Liberal Arts |

Sept. 2022 – May 2024

GPA: 3.6

Honors: Phi Theta Kappa Honor Society, Dean's List (2x)

PROFESSIONAL EXPERIENCE

Resident Assistant – Presbyterian Homes & Services | Jan. 2025 – Present

- Deliver client-centered support in a fast-paced healthcare environment, strengthening interpersonal communication
- Ensure compliance with care plans and state regulations, demonstrating accountability and attention to detail
- Document and report resident updates accurately, strengthening written communication skills
- Manage competing priorities while maintaining professionalism under pressure

Special Education Substitute Paraprofessional – Zen Educate | Jan. 2025 – Present

- Support Pre-K–12 students with diverse learning and behavioral needs in special education classrooms
- Adapt communication and instructional support to individual student needs and learning styles
- Collaborate with teachers and school staff to support classroom routines and student learning plans
- Maintain safe, inclusive environments while responding professionally to changing student needs

After School Nanny | June 2023 – June 2024

- Developed individualized learning strategies using audience-centered communication
- Coordinated daily schedules and logistics for multiple stakeholders
- Practiced proactive problem-solving and independent decision-making
- Maintained clear communication with parents and educators

Receptionist – H & S Bookkeeping | June 2020 – March 2023

- Served as primary client liaison, delivering professional communication and relationship management
- Managed high-volume calls and scheduling with strong organizational efficiency
- Maintained accurate client records and confidential documentation with discretion and attention to detail
- Supported administrative operations in a deadline-driven financial services environment

VOLUNTEER EXPERIENCE

After School Teacher's Aid - Keystone Community Services – Community Kids Program

- Supported youth development through structured learning and enrichment activities
- Applied clear, age-appropriate communication to reinforce academic concepts

- Supervised group activities while maintaining organization and safety standards
- Contributed to a positive, inclusive environment that encouraged engagement and participation

SKILLS

- Adobe Creative Suite: InDesign, Photoshop
- Canva: infographics, branded social content, presentations
- Microsoft Office 365 and Google Workspace
- Content development for digital, social, and owned media
- Strategic communication planning and campaign execution
- Media research, stakeholder mapping, and audience analysis
- Professional written, verbal, and presentation communication