

Bethany Olsen

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1023 Thomas Street
Ripon, Wisconsin 54971

Focus: Meeting and Event Planner

Skills

Ability to manage short deadlines and changing priorities while handling multiple tasks simultaneously
Excellent communication and interpersonal skills, phone manner and office etiquette
Creative and out-of-the-box thinker and problem solver; able to establish priorities and see projects through to a successful completion
Excellent ability to multitask with great attention to detail
Dynamic, enthusiastic, driven to succeed while maintaining a positive 'can do' attitude
Proficient in Microsoft Word, Publisher, Excel and PowerPoint

Education

Fox Valley Technical College, Appleton, WI 1/2008 – Present
Meeting and Event Management Major – Graduation, December 2009
UW Stevens Point, Stevens Point, WI 8/2006-12/2007
Communications Major/Public Relations Emphasis

Experience

CREATE Program Assistant, CESA 6, Oshkosh, WI 12/2008 - Present

- Responsible for generating statewide two-day trainings in Madison
- Manage correspondence between all 11 parts of the statewide grant
- Create all marketing materials for workshops and meetings
- Coordinate meetings for CREATE coordinator
- Influence protocols and policies for grant communication

Administrative Assistant, CESA 6, Oshkosh, WI 1/2008 – 12/2008

- Responsible for generating all written correspondence for Administrator
- Managed all incoming calls to our main phone line
- Responsible for the planning and execution of agency wide events as well as monthly meetings
- Maintained direct communication with all levels of staff members within the CESA 6 agency as well as with all levels of school district personnel

Additional Experience

Internship, Professional Events and Consulting, Menomonie Falls, WI 6/2009 – 8/2009

- Prepared Banquet Events Orders for events
- Contacted and worked with vendors for different aspects of events
- Facilitated on-site management of events

Activities, Community Service, Affiliations

Meeting Professionals International: World Education Congress, Salt Lake City, UT 7/11 – 15/2009
Student member of Meeting Professionals International: Wisconsin Chapter 4/ 2009 – Present

Member of the Phi Theta Kappa International Honor Society of Two-Year Colleges – Epsilon Omicron Chapter Fox Valley Technical College