

Value Statement:

Foster great customer service through designing and producing positive, current events, and promotions; while preserving the immaculate reputation of the clients Brand. My energy is always high, very cheerful, uplifting, and, just overall happy; while remaining professional.

Education:

- MATC, Meetings and Event Management, AA Degree Program, Madison, WI
- Riverside Community College, AA Degree Business/Accounting, Dean's List, California

Technology:

- Microsoft Office
- Excel
- Power Point
- Publisher
- Windows XP & Vista
- Basic Web Page Design
- Webinars-Videoconferencing
- Global-Cyber Meetings
- Social Media

Professional Memberships:

- MPI – Meeting Professionals International - WI Chapter 2010 - Current
- MPA - Meeting Planning Association 2010 – Current

Employment History: CTX Productions Title: Event and Meeting Coordinator 5/2000 – 2/2008

- Marketing & Promotional Time Lines
- Create Promotional or Event Materials
- Sponsorship & Strategic Marketing Plans
- Sponsor Benefit Reports
- Newsletters, Posters, Flyers
- Fundraisers & Special Events
- Conventions & Tradeshows
- Green Events & Venues
- Customize Client Forms & Signage
- Execute Researches
- Design Presentations
- A/V Equipment
- Food & Beverages
- Manage Registration
- Travel Arrangements
- Destination Events & Management
- Hotel Rooming List
- RFP's & Press Releases
- Orchestrate Selection & Management of Speakers, Entertainment, and Guest
- Status and End Reports
- Oversee Team Members & Volunteers
- Bids & Proposals
- Negotiate Contracts
- Continuous, Upbeat, Communications with New & Past Clients
- Create, Monitor, and Work Within Budget
- Post Event Surveys & Feedback
- Analyze Post Event Analysis for Future or Next Year's Event
- Gather & Maintain Records From Every Event, to Create a Historical View of Past Projects, For Future Events
- Follow Through and Attend Events & Promotions

Community Activities:

- Midwest Horse Fair 2011
- Wisconsin Medical Society Foundation Annual Fundraiser 2011
- Food Pantry & Warm Outer Wear Project 2010
- Took in a Homeless Family 2008
- Décor for the High School Ball 2008
- Catechism/Vacation Bible School Teacher 2005/ 2006
- Foster Care Family 1990 – 1995