**PROFILE**

A Certified Special Event Professional with 10+ years of experience organizing successful events for diverse organizations including institutes of higher education, social events, corporate events, tradeshows, weddings, and more! Committed to providing a professional experience by achieving high goals and displaying an overall story for each event. Possess unique vision, high organizational skills, and the ability to motivate those to reach their highest potential.

**RELATED EXPERIENCE**

**AFR Event Furnishings – Woburn, MA July 2014-December 2014**

*Contract Iinside Sales Coordinator*

-Hired on a contract basis to cover permanent inside sales coordinator maternity leave

**-**Manage $1.2 million account via order processing, confirmation of event details, executing logistic and operational procedures to ensure successful furniture delivery.

**Gateway Productions, Inc. – Peabody/Newburyport, MA** **September 2010-March 2014**
*Director of Sales and Special Events* **∙**Maintains an annual sales revenue by offering special events services to exceed 2013 revenues of $500K
∙Oversee sales team and operational team of 8 full time employees and 5+ part time employees

∙Develops design boards and event outlines for clients - assisting in the development to event execution to include logistics, theme, designs, vendor management, and budgeting

∙Creates partnerships with state wide vendors to assist in the development of weddings and social events

∙Aid in designing marketing campaigns and materials for all divisions of the company, including website and print material

-Manage the Merrimack College account to include Commencement, Baccalaureate, Convocation, Homecoming, Reunion, and other smaller events on campus
∙Select Client List: AT&T National Drake Tour, Merrimack College, UMASS Lowell, St. Anselm’s College, MIT, and TedX

**Circles Associates – Chelmsford, MA August 2009 – September 2010**

*Service Professional*

Promote meaningful relationships and drive brand loyalty through engaged and informed conversations with clients

∙ Consistently provide high-level customer service in a fast paced, structured environment

∙ Work with some of the most prestigious clientele in the world

∙ Met or exceeded company standard in regards to customer satisfaction surveys for 9 of 12 months in 2013

∙ Consistently meet or exceed company standards on daily performance metrics

**Perfect Parties USA – Peabody, MA May 2005-May 2009**
*Director of Operations/Event Planner*∙Aided in planning more than 1000 events per year including theme, entertainment, décor, and logistics
∙Managed full time staff of 15, part time staff up to 60 and multiple vendors at multiple event sites simultaneously **∙**Managed company event resumes, productions schedules, vendor contract negotiations, HR files, and event contracts
∙Aided in designing marketing campaigns and materials for all divisions of the company
∙Select Client List: Staples, NICS Legislature, Biogen, Cognex, Boston Red Sox, Mohegan Sun, TLC, and UCONN

**Tillinger’s Concierge – Boston/Waltham, MA May 2004 – May 2005**
*Meeting Planner/Concierge*∙Aided with meeting planning for 50+ companies including room set up, A/V, F&B, and meet & greets

**EDUCATION**

**Merrimack College – North Andover, MA** **September 1999-May 2003**
*Bachelor of Science in Business Administration*, Majors: Business Management and French Studies
∙Recipient of Merrimack L.E.A.D. Award 2001, 2002, 2003 ∙Study Abroad Program in French Studies Fall 2001

**ORGANIZATIONS**

2005-2009, 2010- Present: Member of International Special Events Society (ISES) – President Elect for 2014-2015 Board of Directors
2005-2009, 2010-2014: Member of National Association of Campus Activities (NACA)

**HONORS, AWARDS & CERTIFICATES**

Certified Special Event Professional [CSEP] Certification (2013) Gay Wedding Planner Certification (2013)
ISES Lawrence A. Green Award (2013) ISES Merit Scholarship Award (2011)

**COMPUTER SKILLS**

Microsoft Office including Word, Excel, PowerPoint, Outlook, Filemaker Pro, Google Docs, Hootsuite, Flex., Adobe Photoshop.