

Vita Stremlau

(314)605-7077 / E-Mail: vita@destinationstlouis.com

Experience

Destination St Louis Operations Manager

**St Louis, MO
2007-Present**

Active member of the Operations Team with over 15 years of experience in program and event management. Assist with sales team during program transition, implementation and completion.

- Book, secure and oversee all third-party service needs.
- Communicate efficiently with both client and vendors for events and programs
- Maintain 24-hour availability as client contact for duration of program
- On-going client communication and day-to-day management from signed contract through execution and final billing
- Enter all program details into database for scheduling and coordinating of all operations elements for programs
- Providing contract staff with timelines, signage and invoices
- Track and create all contract staff payroll

Other positions held include:

Sales Manager

2004-2007

Program Manager

2002-2004

First National Bank Bank Teller

**St Louis, MO
2000 - 2002**

Technical Skills

Microsoft Office (Word, Excel, Access, PowerPoint, Publisher) & QuickBooks

Education

University of Missouri – St. Louis

Bachelor of Science, Business Administration

1999 - 2003