

JENNA HOWELL

HOSPITALITY | ADVERTISING & PROMOTIONS

JENNA@DESTINATIONSTLOUIS.COM

636.236.8296

EDUCATION

BACHELOR OF SCIENCE IN HOSPITALITY AND RESTAURANT ADMINISTRATION

ADVERTISING AND PROMOTIONS MINOR
MISSOURI STATE UNIVERSITY, SPRINGFIELD, MO
GRADUATED DECEMBER 2014

HRA BOARD OF ADVISORS

SCHOLARSHIP RECIPIENT 2013-2014

DEANS LIST 2013 - 2014

ETA SIGMA DELTA HONOR SOCIETY 2013 - 2014

INVOLVEMENT

SAINT LOUIS ATTRACTIONS ASSOCIATION 2017 - PRESENT
DIRECTOR OF PROGRAMS

INTERNATIONAL LIVE EVENTS ASSOCIATION 2017 - PRESENT
COMMITTEE MEMBER

ENTERTAINMENT MANAGEMENT ASSOCIATION 2011 - 2014

HOSPITALITY LEADERS OF TOMORROW 2011 - 2014

ALPHA CHI OMEGA 2010 - 2014

VICE PRESIDENT OF MEMBERSHIP DEVELOPMENT 2012 - 2013

SOCIAL MEDIA CHAIRMAN 2013 - 2014

PHANHELLENIC COUNSELOR 2013 - 2014

COMMUNICATION & SKILLS

Self-motivated and enthusiastic leader

Flexible team player that excels at building trusting relationships

Effective listener and communicator with strong attention to detail

Able to successfully handle stressful situations and apply problem-solving skills

Personable professional who creates an organized, productive and timely environment

EXPERIENCE

DESTINATION ST. LOUIS PROGRAM MANAGER

St. LOUIS, MO

JANUARY 2017 – PRESENT

- Responsible for successful completion of all assigned programs and services by initiating and coordinating logistical details to conception.
- Coordinate and manage small to large scale programs/events ranging in budget.
- Communicate with multiple venues, suppliers, and vendors to establish quality services.
- Provide ongoing client communication and day to day management from signed contract through execution and final billing.
- Efficiently manage and train internal employees, contractors, and on-site coordinators for seamless event execution.

MERCY RECRUITMENT COORDINATOR

ST. LOUIS, MO

JULY 2015 - JANUARY 2017

- Coordinate all planning, giveaways, supplies, and materials for career fairs, physician orientation, and resident receptions.
- Manage online marketing efforts including job postings, email, and social media campaigns.
- Arrange travel for candidates visiting onsite locations.

THE EVENT COMPANY EVENT COORDINATOR

ST. LOUIS, MO

MARCH 2015 - JANUARY 2017

- Led the coordination and set up of events, specializing in weddings. Help to create and carry out wedding designs and ideas.
- Built consumer relationships through consultations, social media presence, and day-to-day communication with clients and vendors about details and logistics.

ABBY MITCHELL EVENTS INTERNSHIP

SPRINGFIELD, MO

MAY 2014 - MAY 2015

- Created event timelines, wrote blogs, and assisted event planner with décor making and design.
- Two-time winner of Intern wedding planning project-designed and executed style shoots that are published on national wedding blogs.