

EDUCATION

Missouri State University – Springfield, MO
Bachelor of Science, Business - Entertainment Management

May 2016

CURRENT EXPERIENCE

Destination St. Louis, Program Manager

July 2016- 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 and timely 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.

PREVIOUS INDUSTRY EXPERIENCE

425 Downtown Events and Catering, Banquet/Operations Manager

February 2016-June 2016

- Communicated with clients to retrieve event details in order to update banquet event orders and layouts
- Managed team of servers and bartenders which included scheduling, training, payroll and event supervision in order to execute seamless events.
- Maintained venue functions and relations including weekly ordering and inventory through multiple vendors, event sales when needed, and vendor relations.
- Assisted with client site visits and sales meetings as needed.

Hot Rod Holiday, Event Intern

September 2015-December 2015

- Assisted event planner with exhibitor sales and recruitment.
- Assisted in the creation of event marketing materials and advertising.
- Assisted in day of execution including registration and setup.

SKILLS

Proficient in all Microsoft Office including Word, Excel, PowerPoint, Publisher & Outlook
Proficient in Photoshop & Canva
Proficient in Social Tables
Experience in QuickBooks

INDUSTRY INVOLVEMENT

Meeting Professionals International

Director of Monthly Programs

July 2019 – present

Active Member

September 2014 – present

MPI St. Louis – Emerging Leader of the Year

2018

MPI St. Louis – Young Professional of the Year

2017

Larry Lee Memorial WEC Scholarship Recipient

2015

Entertainment Management Association

Service Coordinator

May 2014-May 2016

Leader of the Year

2015