

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

***Bachelor of Business Administration, Graduation: May 2014***

***Major: Business Management***

GPA: 2.46

*Selected Courses:*

Economics of State and Local Governments

Critical Skills for Managers

Management Information Systems

International Law

EXPERIENCE: PROVENCE CATERING, Jeffersonville, PA

January 2012 - Present

**Sales Consultant**

- Provide customer service for catered events. Ensure the planned event goes accordingly.
- Attend industry and networking events to gain more insight into the industry trends and to find new clients and other possible event service companies.
- Sell events to possible clients and past clients. Keep in touch with clients through follow up phone calls, emails and letters.
- Plan events with clients. Conduct tours of event spaces, menu tastings, color and theme choices for events and setting up meeting with other contract service companies.

**Butler/Captain**

October 2008-Present

- Provide customer service for parties/events ranging in size from 30-400 guests.
- Serve as Captain for many events, including planning event, assigning jobs to staff, handling clients and serving as a liaison with chefs and staff.
- Cater events all over the mid-Atlantic region.

SKILLS & LANGUAGES:

- Microsoft Word, Excel, PowerPoint
- Spanish- Basic