

Marley A. Alig

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: August 2015

Major: Marketing

GPA: 3.0

ACTIVITIES:

- Volunteer, The Great Chefs Event 2010-Present
- Member/Membership Committee Chair, NACE, Philadelphia Chapter 2014-Present

EXPERIENCE:

BRULEE CATERING, Philadelphia, PA September 2013- Present

Catering and Facility Sales Manager, Please Touch Museum

- Establish new client relationships; manage sales process from inquiry to completion of contract and execution of events.
- Manage social, corporate and non-profit events with up to 3,000 guests. Responsible for all events specific to Please Touch Museum fundraisers and member functions.
- Act as liaison between client, operations team, third-party vendors, and catering staff.

THE DAVE MAGROGAN GROUP, Philadelphia, PA April 2012-September 2013

Service, Event Sales and Marketing Manager, Doc Magrogan's Oyster House

- Facilitated the hiring process, reviewed resumes, conducted interviews, hired and supervised over 40 Front of House employees.
- Created social media and marketing advertisements with the use of Facebook and Twitter to promote the opening of a new restaurant specializing in up-scale seafood cuisine.
- Created a staff-training program through research and experience that is used for Front of House training purposes in 4 restaurants.
- Created private dining packages, built and maintained relationships with clients for onsite and off premise events.

BRANDYWINE REALTY TRUST, Philadelphia, PA May 2011-April 2012

Administrative Assistant to the President and CEO

- Coordinated meetings, conference calls and events for a class A commercial real estate company.
- Assisted the Property Management office with maintenance scheduling and security badging.
- Extensively used Microsoft Office Suite to complete operations and administrative tasks for the Property Management office and CEO.

GARCES RESTAURANT GROUP, Philadelphia, PA September 2010-April 2012

Server, JG Domestic

Catering Staff/Captain, Garces Catering

- Provided customer service to a 180-seat, fine dining restaurant, specializing in domestic cuisine, with extensive product and wine knowledge.
- Supervised catering events, organized off site event set-up as well as break down of facilities.
- Organized staff task coordination at both on site and off site events.

SKILLS & LANGUAGES

- Microsoft Office Suite
- Point of Sale System-ALOHA
- ReServe Interactive
- Spanish, Basic