

MANAGER

Summary

As a recent college graduate with a degree in psychology and a minor in business I possess over 5 years of experience in various fields and customer service management. Throughout the years I have undertaken several jobs positions and internships. These placements have enabled me to develop not only specific industry experience, but also valuable and transferable skill sets in the fast-paced sector of management, marketing, and public relations. Being an exceedingly motivated, and astute individual, I seek to apply my current skill sets, some of which are strong visualization skills, communications, leadership and organizational skills to the rewarding field of event planning. Where I can bring my zealous, strategic values.

Education

Major: Psychology Minor: Business Mercy College May. 2014 Bachelor of Science : Psychology City , State

Relevant course work in Developmental psychology, Cognitive psychology, Historical psychology

Experience

Company Name September 2011 to Current Manager

City , State

- Oversee staff, reservations, and great customer at this trendy Manhattan restaurant.
- Plan shift schedules for staff.
- Monitor daily product deliveries and inventory.
- Maintaining equipment, adhering to health and safety precautions, making sure the kitchen and dining areas follow health code standards, keeping records of these practices for health inspectors, solving employee or customer problems.
- Personally increased restaurant traffic by creating awareness of happy -hours deals, specials and weekly events through the use of social media outlets such as Instagram, and Facebook.

Company Name January 2015 to May 2015 Intern

City , State

- Support design and development team in the fashion accessories hats department.
- Update line sheets according to changes made to samples.
- Track, organize and prepare sample orders for various sales, marketing and photography departments as needed.
- Successfully organize show room to effectively display products for merchandising vendor meetings.
- Research popular hat trends for the season.
- Develop trend boards to be shown to potential buyers and displayed in showroom.
- Research and compile color trends for the upcoming season and match to color pantones.
- Demonstrate leadership skills, assertiveness, and intellectual curiosity.

Company Name September 2013 to August 2014 Ticket Office Manager

City , State

- Supervise box office and online ticket sales for concerts, sports, theater, and other events at various venues in the Northeast.
- Track ticket inventory and place orders for ticket printing.
- Maintain records of ticket sales and complimentary tickets given for particular events.
- Generate and analyze weekly ticket sales reports using Microsoft Excel.
- Respond customer to telephone and email inquiries.
- Created awareness of company website through phone and social media marketing.
- Generated and maintained clientele list for future events.
- Increased online ticket sales through email, and telephone marketing.
- Personally generated over 20,000 (25%) in ticket sales.

Company Name September 2011 to May 2014 Clerical Assistant

City , State

- Processed paperwork and payroll for 15 tutors.
- Coordinated with tutors to ensure adequate coverage for students in the program.
- Tutored students in English, History, Spanish, and Regents Exam preparation.
- Developed problem solving skills and context clues awareness for newly immigrating students with language development difficulties to be implement in citywide regents exams.
- Partnered with teachers to evaluate and create a more personalized learning curriculum to meet each individual student needs.

Company Name September 2013 to December 2013 Public Relations/Marketing Intern

City , State

- Supported clients marketing initiatives related to social media campaigns, press releases, direct mail, email communication, and events.

- Facilitated marketing strategies targeted at prospective clients.
- Maintained client press and media contact list using Cision database.
- Posted news, upcoming events, images, and more on client social media channels to keep followers engaged.
- Used Adobe InDesign to edit sponsor decks for upcoming events, including cost, layout, marketing and PR strategy for event, and guests attending.
- Created image layouts in Adobe Photoshop for use on company website and in emails to potential clients.
- Compiled detailed information for pitch letters to potential clients, such as websites, social media sites, blogs, newspapers, magazines, and TV that could be part of PR strategy as well as events that would be arranged.

Company Name June 2009 to July 2011 Sales Associate

City , State

- Assisted retail customers with apparel selections and processed sales transactions.
- Helped style merchandising displays to meet brand target style approach.

Skills

Team Leadership Accomplished Manager

Social E-commerce Natural Leader

Microsoft Office Adobe InDesign/Photoshop

Database Management Spanish Fluency

Strategic Thinker