Kate Pearson, Events Assistant

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Place of birth	San Antonio	Driving license	Full

LINKS

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PROFILE

Recent culinary graduate with two years of part-time restaurant experience looking to apply confectionary skills as an Events Assistant with aspirations to grow within the ABC events brand by applying theoretical knowledge gained during ABC Chef School Training into practice.

EMPLOYMENT HISTORY

Apr 2021 — Apr 2021

Events Assisant, Leceor Events

Indian Trial

Responsible for managing pre-event phone calls and correspondence and handling post-event feedback and follow-up emails and letters.

- Planned events while managing all event project elements within allocated time constraints.
- Organized events according to the best venues, catering, freelance staff, and MCs.
- Encouraged relevant and timely package upgrades for events as necessary.
- Actively sold wine club memberships and wine through DTC and winery retail stores, off-site events, and markets

Jan 2018 — Apr 2021

Events Assistant, Five Star Motions

Brooklyn

Cooperated with Winemakers and Marketing Managers to facilitate competition submissions for all brands and worked with Winemakers and Marketing Managers.

- Supported the Manager in the growth and development of the Great Estates Okanagan Wine Club.
- Assisted with on-site event execution as necessary.
- Helped manage the reservation and booking process for internal and consumer visits.
- Helped process wine club transactions and followed up with members timeously.
- Aided communication with local partners regarding upcoming events, promotions, programming, and hours of operation.

EDUCATION

Apr 2021 — Apr 2021

Bachelor of Arts in Hotel & Event Management, Boston University

Boston

Jan 2018 — Apr 2019

High School Diploma, Austin High School

Austin

SKILLS

Event Management Software	Expert	Venue Selection	Expert
Client Database Administration	Expert	Caterer Management	Expert

COURSES

Apr 2021 — Apr 2021

Diploma in Wedding Coordination & Planning, Online

LANGUAGES

English	Native speaker	Spanish	Very good command
French	Highly proficient		

HOBBIES

Cycling, Tri-Athlons, Marathons

ACHIEVEMENTS

- *Was part of a team handling five wedding receptions, two banquets, and 2 product launches during the last seven weeks.*
- *Reduced event planning time by 37% through a new partnership with Logan Enterprises group of venues.*
- *Able to plate the main course in under 3 minutes.*