

BET Music Matter SXSW Music Festival

March 2011

Event Coordinator

- Worked with event sponsors, internal/external teams on all areas of the event.
- Negotiated and managed sub-contractors and vendors contracts
- Re-assessed the communication plans, special packages, processes, and look and feel experience in collaboration with cross-company teams
- Planned the event floor plan, its budget and produced the event materials and accessories

Southwyck Golf Club

2010- Present

Pro Shop Attendant/ Cart Service Supervisor

- Perform & assist subordinates in performing duties, correcting errors, & handle complaints
- Create sales promotions to help slow moving merchandise
- Direct in the organization of all tournaments and events
- Maintain regular contact with customers assuring customer retention & customer satisfaction

Omni Houston Hotel

2009 –2010

Outlets Manager

- Managed 18 associates and three departments simultaneously with attention to detail
- Responsible for the execution of all outlet operations including scheduling, guest resolution and forecasting budget guidelines
- Awarded for exceptional customer service by guest and associates

Longwood Golf Club

2009

Event/ Tournament Coordinator

- Advised clients on setup options and types of materials needed to achieve desired results
- Managed and oversaw all events with a focus on logistics, and execution
- Assisted sales reps with events and followed through to ensure satisfactory outcomes
- Audited the event management systems for accuracy

Eccell Steakhouse

2007 – 2009

Executive Chef (Eccell Group)

- Employed an efficient, high energy, and professional approach to restaurant operations
- Purchased and control inventory with attention to budget guidelines
- Monitored back of house for consistent sanitation, food quality and presentation
- Created and maintained all budget and labor reports for restaurant

La Bodega

2007

Front of House Manager (Eccell Group)

- Met restaurant's financial objectives by forecasting an annual budget and scheduling
- Planned menus by consulting with chefs, estimated food costs and profits.
- Controlled food cost by reviewing portion control and quantities
- Avoided legal challenges by adhering to TABC regulations while maximizing bar profitability

EDUCATION

University of North Texas***Bachelor's Degree, Applied Arts & Sciences***

- Hospitality Management
- Sociology
- Behavioral Analysis