

JANE SMITH

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Career Profile:

*Five years of experience in the **communications industry** and more than 10 years of experience in the **hospitality industry (food and wine)**, combining knowledge of high-level brand building opportunities with deep marketing and sales management experience. Can apply my solid communications/event management experience in the upscale restaurant or hotel industries. Strong experience with building client relationships, managing both employee and external written/verbal communications, and handling advertising duties to drive revenue. Competitive, independent, self-motivated, driven, and high-energy natural leader who fuels demand growth through action-inspiring messages/events.*

AREAS OF STRENGTH

- Event Management
 - Client Relationships
 - Microsoft Office
 - Sales
 - Multi-tasking
 - Corporate Communications
 - Program Implementation
 - Social Media, Online
 - Problem-solving
 - Aloha Systems
 - Networking
 - Advertising
 - Marketing
 - Leadership
 - Training
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MAJOR ACCOMPLISHMENTS

- Grew sales for all aspects of Company 2 and increased the sales of the hotels by developing a program that would allow guests of the three hotels to have complimentary use of hotel shuttles to be driven to any of the company's five business locations.
- Received extensive food and wine training through leading hospitality-industry organizations, including The Ritz Carlton.
- Have overseen recipe development, prep work, advertising, and marketing in the restaurant setting.

PROFESSIONAL EXPERIENCE

COMPANY 1, City, ST

Leading exposition services company.

2012 to Present

Event Services Specialist

Provide swift and personable on-site support, thus ensuring top-notch experiences for clients who were exhibiting at trade shows nationwide; implement the company's best practices and newest trends for marketing and trade show exhibits.

- **Event Management: Maximized the marketing impact of 100 exhibitors at an education technology show by monitoring all details to foster smoothly running operations.**