

**Education**

Missouri State University – Springfield, Missouri

Bachelor of Science, Management emphasizing Entertainment Management, May 2008

**Current Experience****Destination St. Louis**, Account Manager

March 2014 - present

- Actively qualify new leads and determine services required while managing budgetary requirements and exceeding client expectations through creative ideas and experiences.
- Develop proposals and contracts based on requested services and logistical details relevant to client's specific needs and wants
- Work with multiple accounts in various service needs under stringent deadlines.
- Fluent in venue capacities and nuances of those spaces in the greater St. Louis region.
- Exercise time management and client expectation.
- Assist in the development of timelines for events, manage vendor and client correspondence and execution.
- Manage client follow-ups and assist with the decision-making process.
- Maintain membership and leadership responsibility in hospitality organizations.

**Previous Experience****MAC Meetings & Events**, Associate Meeting & Event Planner

March 2009 - March 2014

*Previously: Special Events Coordinator, Meeting Coordinator, Registration Coordinator, Registration Assistant***Emmis Communications**, Promotions Assistant

August 2008 - May 2010

**St. Patrick Center**, Sports Trivia Championship Intern

November 2008 - February 2009

**Cosmopolitan Events**, Wedding Event Intern

July 2008 - December 2008

**Missouri Sports Hall of Fame**, Event Intern

May 2007 - August 2007

**Skills**

Proficient in all Microsoft Office including Word, Excel, Outlook, PowerPoint, &amp; Publisher

Proficient in WebEx and TelePresence

Proficient in Canva

**Professional Certification/Organization Membership**

Certified Special Event Planner (CSEP)

2016-present

International Live Events Association (ILEA), *Member*

2012-present

International Live Events Association (ILEA), *Board of Directors*

- *Vice President Elect*

2019-present

- *Director at Large (2018-2019)*

- *Director of Hospitality (2014-2015)*

- *Director of Fundraising (2013-2014)*

Alpha Chi Omega, *Various Roles*

2004-2008

Entertainment Management Association, *Member*

2006- 2008