

**Christina Dutchman**  
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## Profile

Highly organized, enthusiastic professional with great communication skills and deep understanding of what it takes to make an event truly memorable. Strengths include careful listening, tireless attention to detail and a keen focus on time management and cost effectiveness.

## Key Skills

- Excellent communication skills
- Presentations
- Creativity
- Team player
- Networking
- Flexibility
- Organization
- Efficiency
- Budgeting
- Time management
- Floorplan management
- Contract negotiation
- Event data analysis

## Education

### **Bachelor of Arts in Hotel Administration**

*THE HOTEL SCHOOL AT CORNELL SC JOHNSON COLLEGE OF BUSINESS*, Ithaca, NY – August 2016 to May 2020

Courses completed:

- Hospitality Quantitative Analysis
- Managerial Accounting
- Hospitality Development and Planning
- Persuasive Business Communication for Hospitality Leaders
- Business and Hospitality Law
- Strategic Management

## Professional Experience

### **Marketing and Events Assistant, Solar Sales, East Orange NJ**

Summers, 2018 through 2020

- Assisted Director of Marketing and Design with marketing tasks including planning events and trade shows
- Monitored social media accounts
- Conducted research on meeting locations and event finders, presenting findings for consideration to Director of Marketing and other stakeholders
- Assisted in planning and strategy for events
- Emailed clients and business associates
- Photographed projects and events
- Tracked task lists and updated events calendar