

ALBERT GATOR

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EDUCATION

Bachelor of Science in Tourism, Hospitality, and Event Management

May 2023

Major: Tourism and Hospitality Management

University of Florida, Gainesville, FL

RELEVANT EXPERIENCE

Event Intern,

August 2021 – Present

La Belle Fete Weddings & Events, Gainesville, FL

- Communicates and presents unique ideas to clients with a budget of up to 3 million pesos
- Assists event coordinators day-of and carried out delegated tasks at 6 events
- Manages and updates overall list of tasks, details, and suppliers for all upcoming events

Entertainment Intern

May 2022 – August 2022

Walt Disney World College Program, Orlando, FL

- Demonstrated ability to manage multiple tasks and work well under pressure in a high-volume, fast-paced work environment
- Collaborated all areas of entertainment to deliver seamless guest service and create memorable magic moments for guests visiting Animal Kingdom

Choreographer and Dance

May 2021 – August 2021

Walt Disney World College Program, Orlando, FL

- Participated in 7 competitions throughout 6 semesters on a high performance, results-driven team

PROFESSIONAL EXPERIENCE

Administrative Program Assistant

August 2022 – Present

University of Florida Rec. Sports, Gainesville, FL

- Supervises 120+ current and soon to be Group Fitness Instructors by form of scheduling, programming, and completing all administrative tasks including participating in the hiring and onboarding process
- Facilitates guided tours of all campus recreational facilities for all guests attending the EVOLVE symposium from universities around the nation and conducted a presentation on the facility in front of nearly 800 people

INVOLVEMENT

Vice President

August 2021 – Present

University of Florida: Society for Hospitality Administration, Gainesville, FL

- Assists schedule and arrange industry speakers, organized a charity dinner and silent auction
- fundraiser
- Organizes tours for the University for VIP visitors

Secretary

April 2020 – April 2021

University of Florida: Filipino Student Association, Gainesville, FL

- Recorded attendance and evaluated guest feedback at all meetings and events to increase membership
- Oversaw and organized monthly bonding activities for 33 members to strengthen the team relationships
- Conducted Parliamentary procedures and elections for 10 executive board positions in a professional manner

SKILLS

SEO, Photoshpe, Adobe Creative Suite, Google Drive Suite, Microsoft Office Suite, WordPress, MailChip, Trell