

Ashely Ann Rumbaoa

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Skills

- Microsoft Office/Google Suites/Apple Suites
- Event Planning
- Scheduling
- Client Service Management
- Customer Service
- Troubleshooting
- ZenDesk/Asana/Trello
- Windows/MacOS
- GitHub
- HTML/CSS/JavaScript

Experience

NOVEMBER 2019 – APRIL 2020

Executive Assistant, VP of Land Programs / Crystal Cruises

Provided overall support to the Vice President of Land Programs, and the various teams in the Land Programs Department. Managed and organized the Vice President's calendar, travel itineraries, travel arrangements, and meetings. Networked and collaborated with tour operators and vendors in obtaining additional space for popular tours. Assisted in planning and organizing meetings with consultants.

AUGUST 2017 – PRESENT

Assistant Studio Coordinator / Master Plans Events & Designs

Promoted from Wedding Apprentice to Assistant Studio Coordinator in November 2018. Liaison for lead coordinator, vendors and clients. Create and negotiate contracts. Prepare paperwork to ensure all details are accounted for. Manage multiple projects at one time. Oversee design and production during event day.

NOVEMBER 2017 – AUGUST 2018

Business Center Manager / Five-Star AudioVisual Inc

Create and input upcoming events into company system. Liaison Five-Star team, hotel and clients. Collaborate with Five-Star team and hotel events/banquets team in ensuring all audiovisual needs are accounted for each event. Provide customer service at the business center when processing clients request. Maintain hotel event calendar, office supply levels and team's calendars.

Education

MAY 2015

B.S. International Business / Azusa Pacific University, Azusa, CA

Minor in Leadership; Alpha Leader; Japan Relief & Mexico Outreach Team Member; Study Abroad: Australia

DECEMBER 2019 – JUNE 2020

Full Stack Web Development / UCLA Extension – Trilogy