

NIC MOEN

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OBJECTIVE

To secure an exciting career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EDUCATION —

The Art Institute of Seattle
Seattle, WA - 2006

EXPERIENCE

2006 - 2007

Teacher • Paraeducator • Portland Public Schools

2007 - 2011

Catering • Expediter • Elephant's Delicatessen

2010 - 2012

Marketing Coordinator • Sales • Allegro Media Group

2011 – 2017

Catering Manager • Group Sales • Portland Timbers (levy)

2010 - 2012

Event Coordinator • Manager • Eat Your Heart Out Catering

KEY SKILLS —

Event Planning
Marketing
Project Management
Budget Planning
Computer Proficiency
Social Media
Employee Management

COMMUNICATION

- Excellent written and verbal communication skills.
- Confident, articulate, and professional speaking abilities (and experience).
- Empathic listener and persuasive speaker.
- Writing creative or factual.
- Speaking in public, to groups, or via electronic media.
- Excellent presentation and negotiation skills.

LEADERSHIP

- Communicating goals so everyone understands them and their role in achieving them.
- Positioning team members to use their talents optimally.
- Promoting productivity and quality standards.
- Motivating and inspiring everyone to do their best work.
- Keeping team members on task, on schedule, and on budget.
- Maintaining morale and workplace harmony.