

Quinn Pham

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OBJECTIVE

I seek an Event Coordinator position on an innovative, thoughtful, and client focused team of professionals.

EDUCATION

California State Polytechnic University, Pomona

The Collins College of Hospitality Management

Bachelor of Science in Hospitality Management, Summa Cum Laude

Pomona, CA

GPA: 4.0

08/20 – 12/22

EXPERIENCE

Samira Weddings & Events

Special Event Decoration Specialist

Irvine, CA

02/20 – 12/22

- Provided services to themed events for 50 to 300 attendees at multiple locations.
- Assisted the main planner on the day of the event in the design and delivery of services.
- Provided guest services during the events.

Coast Concierge Services, Inc.

Office Manager/Event Planner Assistant

Costa Mesa, CA

06/21 – 01/22

- Provided services to themed events for 20 to 300 attendees at multiple locations.
- Composed proposals and contract agreements.
- Assisted with site inspection and contacting vendors.
- Assisted with administrative office tasks including developing social media messages and news blasts.

Santa Ana Beauty College

School Administrator/Event Coordinator

Santa Ana, CA

08/19 – 08/20

- Led Student Orientation & Instructor Conference programs for 10 to 30 individuals.
- Created content and planned course outlines for all instructors for paper-based and digital platforms.
- Prepared class schedules and guest speakers' schedules.
- Supervised and closely assisted the daily activities of instructors and students.
- Applied NEO LMX and WD My Cloud Home on daily basis.

SKILLSET

Fluent in English and Vietnamese

Microsoft Words, Excel, PowerPoint

Email Etiquettes

Time management and clients follow up

Venues & Vendors' Research

Office Inventory

Plans and Activities Creation

Personal and Group Communication

ACTIVITIES/HONORS/CERTIFICATIONS

Professional Convention Management Association – student member

02/22 – Present

Association of Student Event Professionals – student member

02/22– Present

Meeting Professionals International Association – student member

12/22 – Present

Cal Poly Pomona University President's Honor List - twice

08/19 – 12/22

Cal Poly Pomona University Dean's Honor List- four times

08/19 – 12/22

Pepsi Bottling Group Scholarship

04/21

Network of Executive Women in Hospitality (NEWH) Scholarship

05/21

Collins College of Hospitality Management Scholarships

07/22

National Restaurant Association's ServSafe Food Protection Manager

01/18 – 01/23