

CONTACT



(949) 247-1973



qphamevents@gmail.com



www.linkedin.com/in/qphamevents/

EDUCATION

Bachelor of Science, Hospitality Management

California State Polytechnic University, Pomona
The Collins College of Hospitality

Summa Cum Laude
2020-2022

ACTIVITIES/HONORS

- 2022-Present Professional Convention Management Association (PCMA)
- 2022-Present Meeting Professionals International Association (MPI)
- 2020-2022 Cal Poly Pomona University President's Honor List
- 2020-2022 Cal Poly Pomona University Dean's Honor List
- 2020-2022 Collins College of Hospitality Management Scholarship
- 2021 Pepsi Bottling Group Scholarship for Excellence
- 2021 Network of Executive Women in Hospitality (NEWH) Scholarship

SKILLS

- Detail coordination
- Creative event design and execution
- Customer-focused budgeting
- Strategic collaboration
- Adaptive problem-solving
- Post-event analysis
- MS Office (Word, Excel, PowerPoint, Outlook)
- Google Suites (Docs, Sheets, Slides)
- Zoom, Microsoft Teams, SharePoint

INTERESTS

- Hiking & exploring National Forests
- Summer kayaking
- Documentaries

Quinn Pham

EXPERIENCE

EVENT SPECIALIST

Samira Weddings & Events
Feb 2020 – Dec 2022

- Created aesthetic food & drink arrangements resulting in 98% client satisfaction from \$5,000-\$100,000 events
- Collaborated with CEO to identify and facilitate day-of demands, saving 5 labor hours per event
- Managed guest services, including catering and vendor coordination for 10+ events per month

OFFICE MANAGER/EVENT PLANNER ASSISTANT

Coast Concierge Services, Inc.
Jun 2021 – Jan 2022

- Researched and created innovative event packages
- Proactively solicited clients for new and repeat business resulting in 75% success rate
- Developed proposals, cost estimates, and contracts for 3+ events per month
- Conducted on-site inspections, leading to the successful closure of up to 80% of proposals
- Coordinated vendors and suppliers for set up, supervised event staff, resolved unforeseen challenges, oversaw breakdown and clean-up for 400+ guests events
- Maintained the seamless execution of events and timely follow-up, resulting in 90% client satisfaction and repeat business

SCHOOL ADMINISTRATOR/EVENT COORDINATOR

Santa Ana Beauty College
Aug 2019 – Aug 2021

- Managed content creation and planned course outlines for paper-based and digital platforms which increased admission rate by 25% amid COVID 19 restrictions
- Led bi-monthly Student Orientation program, achieving 80% retention rate
- Organized weekly staff & faculty meeting to enhance curriculum quality and address instructors' needs
- Spearheaded guest speaker programs inclusive of soliciting and booking industry professionals for specialized workshops