



hello

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EDUCATION

MIDDLESEX
COMMUNITY COLLEGE

QC SCHOOL OF
EVENTS AND WEDDING
PLANNING

SKILLS

PHOTOSHOP
ILLUSTRATOR
INVISION
GOOGLE SUITE
BASECAMP
ZENDESK
ASANA

MARIA SALEM

EXPERIENCE

CX MANAGER, TABLELIST, BOSTON, MA — 2013-2017

2013 - 2015 Promotional Event Coordinator

2015-2017 Customer Experience Manager:

Sales

B2C & B2B support

Marketing Campaigns

Membership

Event Coordination

Content

EVENT MANAGER, HAVAS STREET, BOSTON/MIAMI — 2015

Event set up, execution, breakdown

Scheule & Train Brand Ambassadors

Marketing recap

Inventory, Payroll, Expense reports

Social Proof

WEDDING COORDINATOR, BLUE IVY, BOSTON — 2015

Event set up, execution, breakdown

Manage onsite vendors & staff

Venue hunt for clients

EVENT COORDINATOR, BOSTON, MA — 2013 - 2015

Hire Brand Ambassadors

Coordinate with Venue/Team

Schedule, train and manage Brand Ambassadors

Event marketing materials, decor, consumer interactions

Capture Emails, Social Proof, Event Evaluation

Payroll and Expenses

EVENTS MARKETING, BOSTON, MA — 2011 -2014

Promote brand or product

Setup and Breakdown of events

Interact with consumer

Capture Emails, Social Proof, Event Evaluation

EVENTS INTERN, CURTIS KNIGHT ENT., BILLERICA, MA — 2010

Assisted with administrative duties

Onsite event set up, execution and take down