Objective

I desire to work for a company invested future growth. Where I can maximize my experience in both education and work experience. I want to create integrated strategies to develop and expand existing customer sales, brand and product evolution and make a positive contribution this organization.

Experience

## Bridal Bliss April 2011 – Present

Assistant wedding coordinator –

* Handling aspects of an event to ensure that everything happens flawlessly.
* Helping with the finishing touches of an **event**
* **Consulting vendors day of event**
* **Keeping a accurate view of the timeline**

## Bank of the West May 2010 – Present

Customer Service Representative

* provide information enquiries about products or services
* Processes customer transactions efficiently and accurately.
* Follow policies/procedures to minimize losses.
* Performs routine office and clerical duties

## Courtyard Marriott June 2007 – May 2010

Front Desk Associate

* Serve as an information resource
* Work with all departments to obtain order in the hotel
* Assist assistant manager periodically with account payable/ receivable
* Keep accurate records of guest accounts and paper work

Education

## Masters in Business Administration 2010 – Present

Focus in Business Management

## BA Business Administration 2009-2010

Focus in Leadership, Management and Organization

Skills

* Extensive experience working in customer service and problem solving
* Excellent communication skills and attrition to detail
* Budgeting/ calculating experience coupled with data entry
* Proficient in most Microsoft Office Programs and windows based programs