BreAnne Dudley

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SUMMARY OF SKILLS

Leadership / Volunteer Coordination: experience in leading and mentoring co-workers and volunteers within a variety of situations including events, projects, employee training and team initiatives

Project / Event Management: display organizational skills in creating and implementing event timelines, working within a set budget, handling venue details and preparing for unknown factors leading up to an event

Communications: develop communication concepts for application in professional projects, presentations, and marketing strategies

Writing: display developed writing skills in diverse formats including formal research reports, community advertising, speeches, press releases and professional correspondence

Computer: proficient in MS Word, Access, Excel, Outlook, PowerPoint, and Publisher to create brochures, news articles, spreadsheets, and multi-media presentations

EDUCATION

B.S., Communication, Minor in Business, 2008: Portland State University, Portland, Oregon

PROFESSIONAL EXPERIENCE

Seasonal Sales Associate

Nordstrom, Las Vegas, NV (December 2012-March 2013)

• Successfully meet sales quota each quarter

• Styled and sold clothing to customers

• Acquired repeat customers and set up shopping appointments with these repeat customers

Promotional Associate

Hotbox Unlimited, Las Vegas, NV (February 2012- Jaurary 2013)

•Promote various products

•Persuade customers to purchase sales promotional items

Restaurant Server

Big Reds Grill, Portland, OR ( June 2006-May 2011)

• Demonstrated ability to greet patrons, present menus, make suggestions and reply questions

• Hands-on experience in taking orders and communicate clearly and concisely to kitchen and bar staff

• Able to assist guests in menu selection, and provide accurate and detailed information

Marketing/Events Internship

Dlist Magazine, Portland, Oregon (October 2010-January 2011)

•Planned and executed promotional events and managed events calendar

•Assisted on the development of creative ideas.

•Promoted the company through various social networking sites

•Worked with external agencies and in house artwork team to ensure brand integrity is maintained.

•Developed business relationships

•Liased with employees and contractors.

•Assist/Manage projects when needed.

Promotions Coordinator/VIP Beverage Server

Hype Promotions Company, Portland, Oregon (June 2007 – July 2009)

•Developed and implemented promotions

• Provided excellent drink service to VIP clientele

•Coordinated with vendors to develop merchandising materials associated with retail promotion, as well as other marketing and advertising programs

•Formed partnerships with community organizations and businesses to plan and produce promotional events.

•Assisted with preparation, editing, loading and maintenance of content in various web and social programs and platforms

•Tracked and maintained project records

Banquet Server

Cedars Golf Course, Battle Ground,WA (June 2004-June 2006)

• Set up for banquets and events

• Provided food and beverage service to guests

• Provided clean up detail of after events and banquets