

ALEXANDRA MEYER

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SKILLS

- Excellent written and verbal communicator
- Customer service-oriented
- Strong organizational skills
- Enthusiastic team player
- Employee training and development

EXPERIENCE

01/2020 to Present

Event Host

Chef JJs – Indianapolis, IN

- Host private dinners and events at downtown establishment.
- Ensure every guest is happy and satisfied with the service.
- Assist management with marketing initiatives.

04/2017 to 08/2019

Marketing Analyst/Business Development

United Capital (formerly Payne Wealth Partners) – Evansville, IN

- Tracked and reported ROI on internal programs and external events.
- Organized and assisted with team marketing programs.
- Gathered and reported data to team members.
- Oversaw prospect process and transition to client.

04/2014 to 04/2017

Senior Project Manager

Indiana Office of Tourism Development – Indianapolis, IN

- Responsible for coordinating, planning and executing marketing, communication and customer service experience projects.
- Communicated project goals and schedules to project stakeholders.
- Coordinated statewide DMO participation in conferences and tradeshows.
- Aided in the maintenance and execution of IOTD projects including the Indiana Bicentennial Torch Relay.
- Delivered excellent service to internal and external “customers.”

07/2013 to 04/2014

Office Manager/Administrative Assistant

Office of Lt. Governor Sue Ellspermann – Indianapolis, IN

- Made travel arrangements for the Lt. Governor and other staff.
- Scheduled conference rooms and other meeting venues.
- Assisted with event planning and communications needs.
- Maintained office environment, ensuring adequate supplies and functioning equipment.
- Provided direct assistance to the Lt. Governor to ensure her needs were met.

03/2013 to 07/2013

In-plant Store Logistics Coordinator

Arrow Electronics – Jasper, IN

- Manage sensitive electronic components.
- Act as a liaison between logistics, carriers and customers.
- Oversee the organization and product storage in in-plant store.

04/2002 to 7/2012

Additional experience listed on page 2

COMMUNITY SERVICE

Outreach Team, Radiate Church, 2/2014-2/2016

Special Projects Volunteer, Town of Ferdinand, 10/2012-12/2012

EDUCATION

2010

Bachelor of Arts: Journalism

Indiana University – Bloomington, IN

- Concentration in Public Relations
- Minor in Tourism Management

EXPERIENCE (Cont.)

01/2013 to 03/2013

Guest Services Agent

French Lick Resort – French Lick, IN

- Greeted and registered guests and issued room keys.
- Referred guests to local restaurants and recommended area attractions.
- Resolved customer issues promptly and courteously.
- Processed credit card transactions during the checkout process.

10/2011 to 07/2012

Brand Manager

Renaissance Rentals – Bloomington, IN

- Conducted apartment tours for potential tenants and answered questions.
- Maintained in-depth knowledge of competition through consistent evaluation of market conditions and trends.
- Handled customer complaints personally to verify they were properly handled.
- Completed documents for outside agencies such as landlord references.

11/2010 to 09/2011

Shift Manager/Server

Buffalo Wings & Rings – Jasper and Bedford, IN

- Efficiently resolved problems or concerns to the satisfaction of all parties.
- Exhibited thorough knowledge of foods, beverages, supervisory duties, service techniques, and guest interactions.
- Oversaw daily activities to ensure quality food and cleanliness standards.

04/2008 to 08/2010

PBX/Page

Indiana Memorial Union Hotel – Bloomington, IN

- Answered and directed all calls coming in to the student union.
- Assisted guests with luggage, location of leisure activities and restaurants.
- Trained new employees on policies and procedures.

04/2002 to 10/2007

Games Department Supervisor

Holiday World & Splashin' Safari – Santa Claus, IN

- Supervised, trained and scheduled crew of 30 members.
- Acted as manager of entire Games Department one day a week.
- Received 100% on a Secret Shopper report.