

**Eisen Laucik**  
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### ***Career Summary***

Driven leader excited to bring 13+year background in Customer service and service industry to your business. With many successes, in guiding teams during planning, coordination and management of large-scale events, I intend bring such direct focus to all that I apply myself. I am a highly adept professional, who builds robust networks and marketing communications to any business. Creative and self-directed event coordinator with over 5 years of experience creating strategic alliances with organizational leaders to align with and support key business initiatives for on-time, under-budget event completion. I am an Organized and ambitious planner with expertise in managing costs and budgets while establishing partnerships with vendors for optimal savings. Customer-oriented time manager and decisive leader seeking to leverage background into a leadership role with a progressive organization. I am a progressive leader with success in tactical and strategic planning and organizational roadmap development highly responsive to companies and client's needs.

## Work History

June 2016- June 2020 Local Lounge Bar and Grill, General Manager/Owner: Rick Arriola  
Phone: 503-307-3305

### ***Position: Assistant General Manager/ Event Coordinator***

- Assisting general manager, Human resource paper work, maintaining food stock, managing 10+ Employees, maintaining up to date liquor compliance and Employee scheduling.
- Event Promotion, Event setup, hiring independent contract work for events, POS systems technician, Social media management and Website management.
- Customer Service, Bartending, bar management, Stock orders, Maintaining vendor communications, Bar licensing and permits, Security management, Cooking, minor electrical maintenance and administration paperwork.

June 2018-November 2018- Portland Water Bureau, Manager:  
Briggy Thomas/ Phone: 503-201-9045

### **Position: Water Bureau Intern Educator**

- Leading a class of 7-10 individuals from 5<sup>th</sup> grade to college students on a tour of our water system 5 days a week
- Utilizing various graphics for safety instruction purposes, printing worksheets for activities and spreadsheets for work schedules, using security keys and badge for protected land entry and exit.
- Teaching in the moment and on a moving vehicle, counseling children on future job outlook, counseling children on how to respect nature and each other, speaking to children one-on-one and in groups,
- Handling emergency situations with composure when security and 911 had to be called, dealing with the emotions and phobias of multiple children, promoting safe and healthy daily practices, supporting individual ideas and growth amongst students, guiding tours on a daily time schedule and daily setup and take down of teaching equipment and scientific equipment.

Hunt & Gather Catering 2014-2017 / Manager Laura Biggs /phone: 503-206-7927

Address: 2420 SE Belmont St, Portland, OR 97214

### **Position: Fine Dining server/bartender/coordinator**

- Leading a crew of 6 plus employees during a fine dining event and hosting table service. Fine dining service for private dinners and events including: planning, hosting, serving, stocking, set execution and bartending.

- Bartending/Serving High volume and Celebrity events 300+guests at Wineries and venues such as: Pure Space, Union and Pine, Sokol Blosser, Archery Summit, Adelsheim Vineyard, Stroller Vineyards, Rex Hill etc
- **Volunteer work with Hunt and Gather Catering:** In North East Portland invasive species removal and farm cleanup/organization in Washington County.

June 2013- January 2016 Nordstrom's Washington Square Tigard OR,  
Department Manager: Bree Vizinni Phone: 503-620-0555

***Position: Department sales Associate***

- Assisting clients with products, goal setting, cold calling, POS systems, event set up and take down.
- Event Promotion, Event host, hiring independent contract work for events, POS systems technician and Social media post management.
- Customer Service, stock management, Shipping and receiving orders, Maintaining vendor communications, Security management, Sales input and commission goals.

June 2008- September 2012: JCPenney Arcadia, CA

***Position: Department Manager***

- Sales, customer service, set execution and design, planning and organization for events, managed 40+employees and commissioned departments, POS and computer systems training, hiring and scheduling.
- Accomplished a more positive, creative and cohesive team.

Establishing clarity in communication, organization, goal setting, leadership and

**Volunteer work**

-Friends of Trees non-profit organization, 2017- I worked in tree planting on large-scale private property, noting riparian zone changes, plant identification, recognizing various ecosystems and removing invasive plants.

-Clackamas river clean up, 2016- working with a team cleaning and removing of debris in the Clackamas river, utilizing rafts and kayaks for debris removal.

**On PCC Rock Creek campus landscape work:**

- Building wood benches and cobble stone pathways
- Designing and creating a functioning rain-garden
- Clearing of campus debris and trash

- Planting and maintaining landscape

**Education**

- 2016- Portland Community College Associates degree in Computer systems and Environmental Studies, expected graduation 2021.
- 2010- California State University Los Angeles, Bachelors of Design & Visual communication

**Skills/Certifications**

- Intermediate software knowledge: Microsoft Excel/Word, Adobe Photoshop/Illustrator,
- Fluent Spanish speaker
- Food handlers certificate/ OLCC