

# Chandra Fogg

chandrafogg@gmail.com

516-776-6313

## Professional Objective:

To create meaningful and exceptional experiences. To utilize all knowledge that I have gained through professional and academic experiences with events, public relations and communication. My goal is to make impactful decisions, innovate new ideas, maintain and build lasting relationships with vendors and to always go above and beyond all expectations.

## Highlights of Qualifications:

- Excellent communication and interpersonal skills
- Strong leadership and supervisory skills
- Active member of Eta Sigma Delta Hospitality Honor Society
- High level of ownership, accountability and initiative
- 
- Expert in customer service
- Succeeds in setting and achieving all goals
- Creative and innovative
- Strong organizational skills and interpersonal skills
- 
- **Education:**

- Johnson & Wales University  
**Providence, RI**
- **Bachelors of Science in Hospitality Management (GPA - 3.9/4.0)**  
*Graduate, Winter 2014-2015*
- **Concentration in Meetings & Event Management**
- 
- **Employment History:**
- **FLIK - Event Coordinator Intern**  
**New York, NY**
- 10 On the Park Conference Center / Allianz Global Investors  
12/2014 - Present
- Assists catering director, sales manager and conference director in all events.
- Creates and customize menus and signage for several events
- Promote conference center
- Expertly manage a wide range of operations
- Exercise menu development & costing, marketing functions as they relate to the catering department.
- Deliver flawless execution of meetings and events, including administration and audiovisual services
- Handling on-floor conference room activities, both visually and by means of the reservations system
- Managing closely all activity in the internal visitor processing system
- **Nordstrom**  
**Providence, RI**
- *Visual Stylist* 07/2014 - 12/2014
- Install and remove window presentations including propping, mannequins, fashion and lighting
- Build store promotional displays for events
- Delivered superior styling to coincide with the latest trends and future trends
- Maintain an eye for detail with regard to design, composition, merchandising and execution of quality and details
- Promote sales through creative merchandising and styling
- Partner with department managers in planning and implementing merchandise presentation
- **Hilton Providence**  
**Providence, RI**  
*Front Desk Agent*  
07/2013- 12/2014
- Process guest check-ins and room assignments following the hotel's rate structures, discounts and sell/upsell strategies.
- Answer inquiries about hotel services, in-house events, directions, local attractions, etc. Assist guests with check cashing, safety boxes, additional guest room keys, transportation
- Consistent professional and positive attitude and actions when communicating with guests and associates
- Greets everyone with a smile and always go above and beyond for every guest
- Provides outstanding customer service daily to always ensure that the guest is more than satisfied and happy
- **New Student Orientation**  
**Providence, RI** *Orientation Leader*  
04/2013 - 08/2013
- Handled large groups of students through varies activities and campus/city tours
- Collaborated with Pro-Staff and other Orientation leaders to ensure that all prospective students receive any information they may need
- Performed administrative tasks assigned such as program check-in and/or placement exam check-in and facilitation
- Prepare and breakdown functions and events
-

- 
- **Nike**  
**Oceanside, NY**
- *Associate* 04/2011 - 08/2012
- Utilized customer service skills, basic sales techniques, and product knowledge to connect customers with the right product and drive sales
- Built the bond between consumer and brand by providing superior service and adapting brand stories to the retail setting
- Maintained knowledge of various store departments and was available to operate cash register for regular transactions, perform shipping and receiving duties, stock the floor, perform cleaning duties, and build visual displays
- Serve as a product knowledge resource for consumers and entry level associates. Seek educational opportunities to develop advanced level or specialized knowledge about selling, Nike products and culture, sales and service techniques
- 
- **Internship Experience:**
- *Intern*  
**Providence, RI**
- 
- 11/2012-01/2013
- T.F. Green Airport
- Assisted customers with basic airport and tourism information, as well as, provided statewide information for attractions and special events
- Rhode Island State House
- Coordinated several tours, worked with volunteers, and worked together to innovate new ideas to promote future tours
- Gained valuable experience speaking to the public while conducting thorough, all-encompassing tours of the Rhode Island State House
- Blackstone Valley Tourism Council
- Executed and explained operational functions of the organization to inquiring visitors
- Adapted industry related terminology and research to develop multi-media presentations
- International Experience
- Externship in Oahu, Hawaii
- Study Abroad in Seville, Spain  
02/2014-05/2014
- 
-