**KRI S T INA SI S T I**

50 Silver Island Way Phone: 860-916-1068

Berlin , Connecticut 06037Email: Kristina.Sisti@gmail.com

**P ROF E S S ION A L S UMMA R Y**

Extremely organized, analytical, detail oriented individual with a keen appreciation for both

follow up and follow throughlooking for a career opportunity to utilize these skills and to build on

an existing foundation of outstanding work ethic and professionalism.

**Overall Career Expertise**:

* Event Planning
* Service and Sales
* Relationship building

**P ROF E S S ION A L E X P E R I E N C E**

**Business Development:**

Intermerchant Services LLC –February 2012-Present

* Drive business growth of a startup company through outside and inside sales for Cash Advance opportunities and credit card processing services.
* Develop business relationships to facilitate business growth by providing multiple services, and potential future sales

**EVENT COORDINATOR:**

THE PLAINVILLE FOOD PANTRY ANNUAL DINNER DANCE 2009 - 2011

* Involved with beginning to end execution of the event.
* 2009 - 700 attendees; 2010 – 730 attendees; 2011 – 840 attendees
* Obtain sponsorships, advertisement, seating, sell raffle tickets, decorate venue, hire
* entertainment
* Recognized for exceptional follow up/problem resolution with board of directors

J. Timothy’s Charity Golf Tournament – Tunxis Plantation Golf Course 2010 - 2011

* Obtain sponsorships, sell tickets, organize the logistics of the event, acquire volunteers, schedule
* and lead tactical meetings and advertising event
* Complete assigned tasks with minimal supervision
* 2010 - 240 participants; 2011 - 250 participants
* Develop positive relationships with sponsors and participants to facilitate future contributions to the Pantry
* the charity

The Plainville Food Pantry, Spread the Warmth Dinner 2009 - 2010

* Raise money to provide heating oil to Pantry Clients
* Created and executed event from beginning to end
* Venue, negotiate rate, sell tickets, decorating of venue, hiring entertainment and advertising
* 2009 - 75 attendees 2010 - 100 attendees

**E D U C A T IO N**

EASTERN CONNECTICUT STATE UNIVERSITY, WILLIMANTIC, CT Graduation May 2011

**BA General Studies - Concentrations in Communications and Sociology**

MOUNT IDA COLLEGE, NEWTON, MA 2006 – 2007

**Psychology**

**AC T I V I T I E S**

* Women’s Field Hockey – Fall 2007 (2007 Little East Conference Champions) & Women’s Lacrosse – Spring 2007 – 2009
* Vice President of Mount Ida Psychology Club

**COMP U T E R S K I L L S**

* Microsoft Office (PowerPoint, Excel, Word)