

Catherine Sayles

1311 Pacific St. Apt. 203, Brooklyn, NY 11216 – 518.339.7120 – sayles.catherine@gmail.com

Education

Bachelor of Arts, Visual Arts & Philosophy
Union College, Schenectady, NY, 12308

- Received 2009 Senior Meritorious Service Award: For commitment and service to the campus community.

Experience

VIP Supervisor March 2013 - Present
Sheraton New York Times Square Hotel, New York NY

- Acts as liaison for all VIP guests including reservations and accommodations, arrivals and departures, suite upgrades, and reaches out to various departments in hotel and vendors in the city based on VIP needs.
- Conceptualizes, plans and executes all details for monthly VIP soirees. Duties include creating food and beverage menu with culinary team, managing budget and choosing location.
- Manage VIP club lounge and staff of 6 employees. Takes care of all food ordering and general upkeep of club.
- Room inspections of all VIP rooms prior to guest arrival.

Executive Meeting Specialist Nov. 2011 - March 2013
Sheraton New York Times Square Hotel, New York NY

- Liaison between clients and the operational departments of the hotel to ensure events are flawless by anticipating all client's needs.

Event Planner & Concierge Oct 2010 - May 2011
My City Hotel & Restaurant, Okayama Japan

- Worked as English speaking concierge staff for hotel and planned private parties in hotel restaurant.

Recruiting Assistant & Computer Science Instructor July 2009 - June 2010
Mildred Elley College, Albany, NY

- Responsibilities included recruitment for the college and teaching three introductory computer science classes.

Administration Intern & Docent Summer of 2008
Salem Art Works Sculpture Park, Salem NY

- Gave daily guided tours of park, planned monthly fundraising events.

Event Coordinator & President of Concert Committee March 2008 - June 2009
Union College, Schenectady NY

- Managed a crew of 40 students and allocated \$60,000 budget that brought Jason Mraz to Union College in February of 2009. The concert was a huge success and tickets sold out in three hours.

Event Planner & Council Chair for Breazzano House March 2007 - June 2009
Union College, Schenectady NY

- Organized numerous events including battle of the bands, community service projects, Tai Chi classes, sushi teach-ins, jazz concerts, and secured guest speakers. Responsible for tracking an annual budget of \$30,000.

Office of Senator Hilary Rodham Clinton Summer of 2006
Administrative Intern, Albany 2006