

Cat Sayles

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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

Project Manager and Technical Consultant February 2018 - September 2018
Medaffect / Potentis Capital, New York, NY

Managed various projects working with the companies under the Potentis Capital portfolio. Some of the projects are:

- Implemented a CRM tool for the catering company "Farm Cut", managed customization with their sister company, Agile Elements. Provided QA testing.
- Secured contract for and implemented a new HR system for all the companies and trained staff on how to use their new system.
- Implemented a time clock system for one of the sister companies and taught staff how to use their new system.
- Created SOPs for the Medaffect HR department.
- Recruited for a sales person for Farm Cut Catering.

General Manager March 2016 - January 2018
Tone House / Potentis Capital, New York, NY

- Oversaw daily operations of two locations and a staff of 40 employees.
- Handled all HR responsibilities: recruitment, hiring, firing, payroll, Health Insurance, onboarding new staff and PTO requests.
- Created schedules for Managers on Duty, Instructors, Front Desk Staff and Maintenance Departments.
- Increased efficiency by implementing software systems for scheduling, payroll, task tracking, performance reviews and communication
- Created SOPS for every department in the form of standard operating procedures (SOPs), daily management recaps, and performance reviews.
- Provided quality assurance testing for new custom booking software for the gym. Worked with engineers from sister company Agile Elements regularly for 1 year during planning of system and implementation. Trained staff on the new software.

Client Relations Representative July 2015 - March 2016
Tone House / Potentis Capital, New York, NY

- Greeted clients at check in and ensured top quality customer service experience.
- Maintained membership database.
- Assisted COO in daily operations and was promoted to General Manager when new studio opened.

- Owner and Lead Event Planner* July 2013 - March 2016
 All Natural Weddings & Events, Brooklyn, NY
- Founded Brooklyn based eco friendly event planning company.
 - Executed and planned events with an eco-friendly and homegrown approach
- Executive Board Member* December 2011 - Present
 The Matthew Sayles Foundation For Salivary Gland Cancer, Ridgewood, NJ
- Acts as Executive Board Member for non-profit organization
 - Plans annual Music Festival and serves as Vendor Coordinator.
- VIP Supervisor* February 2013 - July 2013
 Sheraton New York Times Square Hotel, New York NY
- Liaison for all VIP guests including reservations, arrivals and departures, room upgrades, and accommodated all VIP needs.
 - Conceptualized, planned and executed all details for monthly VIP soirees. Duties included creating food and beverage menu with culinary team, managing budget and choosing location.
 - Managed VIP club lounge and staff of 6 employees.
- Executive Meeting Specialist* November 2011 - February 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* October 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.

Internships

- Administration Intern & Docent* Summer of 2008
 Salem Art Works Sculpture Park, Salem NY
- Office of Senator Hillary Rodham Clinton* Summer of 2006
 Administrative Intern, Albany 2006