

Catherine 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

Owner and Lead Event Planner July 2013 - Present
All Natural Weddings & Events, Brooklyn, NY

- Founded Brooklyn based eco friendly event planning company.
- Networking for clients and vendors.
- Executes and plans events with an eco-friendly and homegrown approach.

Executive Board Member Dec 2011 - Present
The Matthew Sayles Foundation For Salivary Gland Cancer, Ridgewood, NJ

- Acts as Executive Board Member for non-profit organization and helps plan annual Music Festival by serving as Music Director and Merchandise Coordinator.

VIP Supervisor Feb 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 Nov. 2011 - Feb 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