

Catherine Davis Sayles

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

Education

Bachelor of Art, 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 liason for all VIP guests including reservations & accomodations, arrivals & departures, suite upgrades, and reaches out to various departments in hotel and vendors in the city based on VIP needs.
- Plans well attended monthly soirees for VIPs: conceptualizes, plans event, creates menu with chef, and chooses location.
- Manages 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 arrival.

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

- Liason between Clients and the operational departments of the hotel, including Event Services, Housekeeping, Engineering, Security, Systems and Front Desk.
- Ensure events are flawless by anticipating all client's needs from the set up through the end of their event.

Barista June 2011 - Nov 2011
Starbucks Corp. Ridgewood, NJ

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

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

Admission Assistant and Computer Science Instructor July 2009 - June 2010
Mildred Elley, Albany, NY

- Responsibilities included traveling to various high schools in the area to recruit for the college, giving presentations, meeting with students and giving tours of the facilities. As an instructor, taught 3 introductory computer classes.

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

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

Event Coordinator and 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 and Council Chair for Breazzano House March 2007 - June 2009

Union College, Schenectady NY

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

Office of Senator Hilary Rodham Clinton
Administrative Intern, Albany 2006

Summer of 2006