

Charlton Elisabeth Kam

Cek0044@auburn.edu | Charlton.kam717@gmail.com

Education

Auburn University; Auburn, AL

December 2020

Accelerated graduation date in Bachelor of Science in Hospitality with a concentration in Event

Management and a Business Administration Minor

Overall GPA: 3.71

Professional

C. Wayman Design and Production

March 2018 - Present

Floral Assistant/Event Coordinating Assistant

Wedding Coordinator Assistant: Preparing for possible defects that may occur. Delivering personalized and genuine service through various guest/client interactions.

Baby Shower: Improvised and decorated under high stress, fast-paced work environment.

Floral Assistant: Applying my creative skills when helping assemble various sizes of arrangements. Floral pieces are mainly for Auburn University events like football gameday flowers, President's House events, Sorority events, Grand Openings for new buildings, and dinners, receptions, and ceremonies for various types of events.

Maysara Winery

May 2019 – August 2019

Assistant Venue Manager

Contacted and acquired internship on my own. Assisted and coordinated events ranging from weddings to business lunches. Assumed lead coordinating role for 2 events in which I booked caterers, developed timelines, budgeted, ordered rentals, etc. Business lunch had a strict timeline and was booked on short notice. Wine seminar and lunch that required constant contact throughout the entire summer.

The Hotel at Auburn University

April 2018 - May 2019

Banquet Server

Learned the necessary skills of time management, problem solving, and communication. Tended to guest questions/complaints during events in a fast-paced work environment. A well-defined understanding of all types of events. Arranged and created decorations for various occasions ranging from holiday parties to VIP events. Assisted with room set up, service, and breakdown with guest counts ranging from 10-400+ person events.

Professional Development

Emerge Leadership Program at Auburn University

August 2017 – May 2019

After careful selection, entered as a team member where we developed necessary skills of an effective leader and applied it to different environments. Identified areas of improvements for the program. Continued through the 4-year program to discuss prevalent social issues and developed leadership philosophies and personal statements. Interviewed and selected as a team leader to mentor a group of Freshman and educated them about self-development and effective leadership. Involved in events committee which included researching potential keynote speakers for the coming years of the program.

Student Ambassador for the College of Human Sciences

August 2019 - Present

After careful selection, Ambassadors provide information about students, faculty, academic programs and career opportunities in the College of Human Sciences to prospective students and their families, alumni and visiting dignitaries. Involved in a mentoring program for freshmen within the College.

Certifications

ServSafe Certification, April 2019

Skills

SocialTables, 3D Event Designer, Milanote.com, Communication skills, detail-oriented, problem-solving skills, work well under stress, adaptable, time-management skills.