

Dear Hiring Manager,

I'm a huge fan of UCLA and would love to be considered for the role of Management Services Officer. My 10+ years experience in event sales and hospitality within the nightlife, fine dining, and entertainment arenas is the perfect match for this position. I am hospitable by nature, have an obsessive eye for detail, a compulsive approach to being thorough, and a creative and practical mind for logistics – all of which makes for seamless and successful events.

Currently, I am the Events Coordinator at music and entertainment venue Brooklyn Bowl. In this role I sell events to potential clients, build event proposals with catering menus and cost estimates, disseminate event information to 5 departments and a staff of 200+, floor manage events, and retain clients. My previous experience includes hosting at Locanda Verde in the Greenwich Hotel and event coordinating for the Front Page in Arlington, VA. My academic background is in Fashion and Journalism.

I will be local in Los Angeles in March, but would love to have a call with you to see if I'm a good fit for the position. I can fly out prior to March for any in person interviews.

Thanks and Cheers,

Timothy Ryan  
[917-696-9062](tel:917-696-9062)