# Erinea Gloria (she/her)

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(email icon) erineagloria@gmail.com
(phone icon) 0478 711 617
(website icon) online website (TBC)
(Linkedin icon)
www.linkedin.com/in/erinea-gloria
(github icon)
https://github.com/erineagloria

## EXPERIENCE

**General Assembly,** Melbourne
*Software Engineering Immersive*
June 2020 - September 2020

'See Her Excel' Scholarship Recipient
Completed 30+ hours of Pre-Course Work
Completed 480 hours of instruction
Built individual and group projects in 2.5 days

**The Big Group,** Melbourne
*Sales Manager*
April 2018 - Present

- Sold corporate and private events into five venues across Melbourne
- $3M sales revenue per year
- Selling 4 venues and private events
- Chosen by the senior leadership team to train and mentor new Sales Executive team members
- Consistently one of the top two sales contributors every month for the last 6 months
- Currently serving as the initial point of contact for prospective corporate and wedding clients for all Big Group venues
- Responsible for qualifying leads, hosting site visits/meetings, creating customised proposals, negotiation, closing the sale, drafting contracts and issuing invoices
- Proactively growing my corporate accounts through following up on loss lead business and providing out of the box event solutions
- Using the existing corporate client base to generate cross selling opportunities
- Hosting weekly sales meetings, reporting on sales revenue, sales pipeline, and gaps to budget

## SKILLS

HTML, CSS, JavaScript

Ruby, Ruby on Rails, Sinatra

SQL, PostgreSQL, Node.js, Express.js

React, Python

RESTful APIs

## EDUCATION

**General Assembly** | 2020
Melbourne, Victoria, Australia
Software Engineering Immersive

**Oz Skills Careers College** | 2018
Certificate IV in Leadership & Management

**The University of Western Ontario** | 2009 - 2013
London, Ontario, Canada
Bachelor of Management and Organizational Studies
(Bachelor of Business Administration equivalent)
Specialization in Finance

- Hosted client entertainment events...

*Event Manager*

March 2015 - April 2018

- Managed 10 - 15 weddings and corporate events per month across two venues
- Served as the initial point of contact for wedding clients, provided end to end service inclusive of the sale, event management and day-of support for every event
- Hosted client planning meetings, wedding rehearsals and menu tastings on a weekly basis
- Created customised event proposals, contracts, banquet event orders, and floor plans
- Coordinated the full bump in, event run schedule and bump out for every event
- Sourced and liaised with external event suppliers inclusive of AV, entertainment, styling/décor, floral, etc..

*Event Coordinator*

September 2014 - February 2015

- Completed a 3-month rotation across several departments inclusive of venue event management, styling, private eventing, corporate eventing, and front of house to gain a holistic understanding of the business
- Coordinated corporate events for up to 100 guests, across two venues – Mural Hall & Luminare
- Coordinated & hosted monthly Group Menu Tastings for all booked clients
- Coordinated production and media shoots in our venue
- Created all the floor plans using AutoCad and Microsoft Visio for all our booked clients

**Envision Weddings,** Toronto
*Wedding Assistant*

January 2014 - July 2014

- Coordinated all social media (including the blog and Youtube channel) for Envision Weddings
- Coordinated hotel accommodations for the full-planning clients
- Assisted the Principal Event Specialist with site visits, client meetings, wedding rehearsals, and day-of wedding needs

## LANGUAGES

English, Tagalog (Filipino), French

# PROJECTS

### Project Name — *Detail*

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Project 1 | Created a tic-tac-toe game
Project 2 | Created a full stack application with full CRUD functionality
Project 3 | TBC
Project 4 | TBC