



# CAITLIN METZGER

## CONTACT

207.576.7093 

cmetzger88@gmail.com 

www.linkedin.com/in/caitlinmetzger 

363 SW Garfield Ave. #100  
Bend, OR 97702 

## EDUCATION

### MASTER OF BUSINESS ADMINISTRATION

International Business

Webber International University  
Babson Park, FL | 2011-2013  
GPA: 3.8 out of 4.0

**BACHELOR OF SCIENCE  
BUSINESS ADMINISTRATION**  
Hospitality & Tourism Management

Webber International University  
Babson Park, FL | 2009-2011  
GPA: 3.8 out of 4.0

## HONORS & AWARDS

DEAN'S LIST | 2009-2011  
Webber International University

MAGNA CUM LAUDE | 2011  
Webber International University

COMMUNICATION SKILLS AWARD | 2011  
Webber International University

## SKILLS & ABILITIES

MAC & PC Systems  
Microsoft Office Suite  
FileMaker  
Event Management  
Customer Service  
Social Media

## EXPERIENCE

### EVENTS & SPECIAL PROJECTS COORDINATOR

Portland Business Journal | Portland, OR | 2016-2017

- Supported the Events Department; coordinated and executed duties related to event planning.
- Assisted with event communication, social media, logistics and payments.
- Managed registration and served as the point of contact for event registration and general questions.
- Prepared event collateral and contact sheets, and monitored inventory of event supplies.

### LOGISTICS & PURCHASING COORDINATOR

Kurt Orban Partners | Burlingame, CA | 2014-2016

- Full spectrum procurement for specialty steel trader, including preparing purchase orders, tracking mill requests and updates, and relationship management services.
- Full shipment management for domestic and international shipments, including customer invoicing at completion of delivery.
- Interfaced with clients and vendors; including customs brokers, customers, mills, traders and truckers.
- Provided high-end customer support and problem solving.

### LAKE ASHTON CDD ACTIVITIES ASSISTANT

Governmental Management Services | Lake Wales, FL | 2012-2014

- Responsible for researching, developing, scheduling and facilitating activities programming and special events for residents and guests.
- Maintained schedule for weekly activities, monthly activities and special events.
- Kept accurate records of financial transactions for ticket and event sales.
- Assisted with internal media including community newsletter, website, local access channel and community information meetings.
- Provided superior customer service to internal and external customers.
- Supervised a team of resident volunteers.

### SHIFT SUPERVISOR

Sam's Italian Foods | Lisbon Falls, ME | 2005-2012

- Balanced daily cash deposits, prepared bank slips and handled monetary transactions; responsible for closing the store.
- Assisted with weekly scheduling and shift coverage for this and other area locations.
- Trained new employees and implemented shift tasks to crew members.
- Prepared food in a prompt and friendly manner in a busy pizza and sandwich shop.