

Kaitlyn Koehl

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EDUCATION

Metropolitan State University of Denver
Bachelor of Science in Hospitality & Tourism
Major: Event and Meeting Management
Minor: Marketing

August 2017- May 2020

EMPLOYMENT

Butterfly Pavilion
Event Coordinator

Westminster, CO
November 2018- Current

- Plan events such as meetings, corporate events, weddings, birthday parties, holiday parties, and memorials.
- Responsible for daily set-up, breakdown, and maintenance of all event equipment
- Coordinate all event details: create client contracts and payment systems, design floor plans, created custom center pieces, provide recommended vendor list
- Provide venue tours, follow up with bridal questions, keep close connections with all preferred vendors, attend vendor meetings

Ivory Events
Lead Wedding Coordinator

Boulder, CO
April 2019- August 2019

- Plan weddings for brides in the state of Colorado
- Successfully coordinate relations and serve as a point of contact for all selected vendors for each event
- Create and maintain client relationships resulting in multiple and repeated bookings
- Improve marketing and sales strategies through web and social media presence

Porter Adventist Hospital
Certified Nursing Assistant/Telemetry Technician/Unit Clerk

Denver, CO
July 2016-February 2019

- Helped patients with daily activities such as meals, hygiene, and dressing
- Assessed vitals, noted information, and reported major changes to nursing staff
- Documented patient's behaviors, daily routines, and any changes in symptoms
- Groomed patient's behaviors, daily routines, and any changes in symptoms
- Monitored and reported necessary patients' changes in cardiac arrhythmias
- Skilled in the preparation and maintenance of centralized telemetry equipment
- Experienced with ECG's Bio Z dictation and Holter monitors
- Familiar with organization of patient care programming and management of staff members

Good Samaritan Society
Certified Nursing Assistant

Fort Collins, CO
February 2016- June 2016

- Helped patients with daily activities such as meals, hygiene, and dressing
- Assessed vitals, noted information, and reported major changes to nursing staff
- Documented patients' behaviors, daily routines, and any changes in symptoms
- Groomed patients, changed bedding, and provided basic patient care

- Communicate with patients to ascertain feelings or need for assistance or social and emotional support
- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs
- Feed patients or assist patients to eat or drink

Saint Thomas Moore Church

Student Advisory Teacher

Centennial, CO

November 2013- May 2014

- Planned and Established field trips appropriate for the unit of study
- Worked on building and strengthening students' knowledge about the Catholic Faith based on the church's standards
- Identified /developed individual's learning styles, tailoring curriculum to maximize student comprehension

The Luksik's

Child Care Specialist

Littleton, CO

March 2010-August 2016

- Supervised two children between the ages of 1-7 during the age appropriate activities
- Managed a safe and secure environment for the children to relax and enjoy themselves
- Reviewed the kids school homework and taught them the necessary curriculum to succeed in their classes

Colorado Lifecare of Evergreen/ Exempla Lutheran Hospital

CNA Student Clinicals (28 Hours)

Evergreen, CO/Wheatridge, CO

September 2015

- Assisted hospital patients by providing healthcare services under the direction and supervision of the RN
- Assisted with admission, transfer, and/or discharge of patients by transporting, lifting and positioning patients while following necessary safety precautions and procedures for disease and infection control

CERTIFICATES AND SKILLS

Health

- First Aid CPR AED (American Heart Association) Current- 02/07/2019
- Healthcare Provider (American Heart Association) 02/07/2017
- Certified Cardiographic Technician (CCT) 05/12/2017
- Certified EKG Technician (CET) 05/12/2017

Computer

- Proficient in Word, Excel, and PowerPoint
- Proficient in Epic software
- Proficient in ATMS software

LEADERSHIP/VOLUNTEER WORK

Parker Oktoberfest – Stage Manager

September 2018

IPW | U.S. Travel Association – Volunteer

May 2018

Professional Conventions Meeting Association (PCMA)- Member

October 2018

VenuHub- Member through Butterfly Pavilion

November 2018

Sigma Sigma Sigma Sorority- Sister

11/15/2018- 8/15/2019

Meeting Industry Council- Member

August 2019

References Available Upon Request