

# KRISTINA CALUMPONG



# EDUCATION

Des Moines College, Iowa  
Arts Associate, Photography  
2012-2013

## SKILLS

Event Planning  
Photography  
Social Media  
Email Marketing  
Project Management  
Scheduling and Coordinating  
Content Creation  
Networking  
Budgeting

# PROGRAMS

Mac OS  
Windows  
MS Office  
MailerLite  
MailChimp  
Basecamp  
Asana  
Trello  
Zoho  
Skype  
Adobe Bridge  
Photoshop  
Google Docs  
Wordpress

## CONTACT

kcalumpong@gmail.com  
310.775.3346

# EXPERIENCE

## Events Coordinator/Executive Assistant

# Jane Garnett Therapy, Truth is Magic

May 2017- Present

- Handle all day to day requests, operations and demands.
  - Manage 5-10 global retreats. Design and deliver the hand-out itinerary.
  - Coordinate the venue, catering, hotel bookings, flights, activity schedules and budgeting.
  - Brainstorm appropriate retreat activities such as sound baths, meditation, and yoga.

## Events Manager- Tradeshows

# Ring Video Doorbell

Sept 2016- May 2017

- Sept 2016 - May 2017
- Provide event management for all global events.
  - Plan, develop, communicate requirements, timeliness and budget to ensure the success of 20-25 events annually, including CES.
  - Act as the on-site leader for events and oversee the flawless execution that brings the brand to life.
  - Manage booth setup and tear down.
  - Scheduling of outside vendors, labor workers and booth staff.
  - Execute Lead generation and event follow up to determine show success.
  - Scout out upcoming potential tradeshows or conferences.
  - ”Work” the booth. Answer all inquires and forward all request to the appropriate department.
  - Handle booth display requests from partners or sponsors.

## Executive Assistant to the CEO

## Ring Video Doorbell

Nov 2015–Sept 2016

- The CEO's right hand woman.
  - Fulfill day to day operations, demands and requests.
  - Book internal and external meetings.
  - Respect confidential and practice discretion with private information.