



# KEELY SHERMAN

## About Me

I am a highly motivated, diligent recent university graduate with a strong desire to contribute to your esteemed company. I am thrilled to apply for a position within your organization. My experience in collaborative work environments has honed my ability to excel in fast-paced, high-volume settings.

Following my graduation and valuable time spent in events project management, I had an epiphany: my true passion lies in transitioning from an events project manager to an IT Project Manager/Front End Developer. With this realization, I proactively enrolled in a comprehensive Full Stack Development program to pursue my career aspirations.

As your employee my primary objective would be to transform clients' visions into tangible outcomes. I eagerly anticipate the opportunity to discuss how I can contribute as a valuable asset to your company.

## Experience

### Event Production Manager 2022- 2023

XL Event Lab I Orlando FL, USA

Research Procurement

Liaising with Vendors

Volunteer Coordinator

Create a weekly schedule detailing what staff are at what event

Establish availability of all fly in/out staff

Manage time-off requests from touring labour

Alert senior management to staff shortages & advise on recruitment needs

Establish travel, hotel & car rental needs & communicate to travel booking team

Communicate to all fly in/out touring staff what their roles are at each event.

Review all submitted contractor invoices.

Purchasing and Inventory Management

Goods & Services

All consumables, merchandise, tech equipment, event hardware, signage, inflatable repairs, pressure washing, and inventory management.

Event Suppliers

Power, portable toilets, fuel, dumpsters, Fencing, water/ice, medics, and food vendor outreach.

Event Bible Production

### Event Coordinator Assistant 2020-2021

### Promoted to Event Coordinator 2021-2022

A Piece of Cake Events LLC I Tallahassee FL, USA

Event set up and clean up

Timeline creation and execution

Employee check in and training

Intern recruitment

Communication with vendors

Distributing invoices

Meeting with clients

Organization of decoration warehouse

Social media presense

Event conception

Photoshoot assistance

Decorating

### Project Manager-Event Assistant 2021-2022

Potbelly's, Painted Lady, GVO I Tallahassee FL, USA

Create and Maintain Event Calendar for all 3 locations

Create event pages and ticket prices

Distribute confirmed advertisements to employees for promoting

Complete and file paperwork

Ensure all contracts are signed and acceptable

Work with clients directly to create events

Analyzing turnout and revenue

Ensure complete set up and clean up

Work directly with talent agencies and artists

## Contact

### Address

Orlando, Florida, United States

### Phone

+1 (352)- 409-4208

### LinkedIn

<https://www.linkedin.com/in/keely-sherman-39148b187/>

### GitHub

[hhttps://github.com/keelyybug](https://github.com/keelyybug)

## Education

### Bachelors of Science 2018-2022

Hospitality Tourism Management- focus in Event and Project Management

Florida State University

## Certifications

### Full Stack Development Coding Boot Camp

University Of Central Florida

Completion Date: June 12th 2023

## Skills & Interests

Architectural Drafting, ASANA, Budgeting, Canva, Communication, Google Office, Google Classroom, Microsoft Office, Microsoft Teams, Ordering, Scheduling, Square, and Xero.

Binge Watching TV Shows, Dance, Fun Facts/Trivia, Going to Art Galleries/Museums, Online Window Shopping, Learning Bass Guitar (unsuccessfully), Music Festivals, Yoga, and Youtube Documentaries.

## Languages

Html, CSS, JavaScript, API, Node.js, Express.js, MySQL, Bootstrap, Tailwind, JQuery, React, NPMs, etc! And I am continuously learning more!