

# Nora K. Curcio

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## EXPERIENCE

### **Chocolove, Boulder, CO — *National Event Coordinator, Corporate Sales Assistant, Customer & Small Business Services, Social Media Partner, Brand Ambassador***

February 2019 - Present

Chocolove is a nationally recognized brand that is made up of a small team of dedicated and locally minded individuals. This position encompasses those values by participating in all levels of operation from small scale to large. In the Chocolove facility, this position is responsible for greeting, receiving and managing all incoming guests, calls and business relations. This role also occupies the responsibilities of corporate sales and marketing assistant by directly reporting to the VP of sales for the brand and managing all direct sales accounts. The day to day responsibilities of the position includes arranging and coordinating all regional and national events for the company with skill and attention to detail while also occasionally attending and representing the brand at various functions. Routinely responsible for writing new product press releases for food industry magazines. Responsible for managing social media accounts when the department director is unavailable. This position is the contact point for all those inquiring with Chocolove for any aspect of business. Additionally this role assists the financial branch of the company by data inputting, organizing and developing new productivity strategies.

### **Vinnie Fera Winery, Boulder, CO — *Brand Specialist, Tasting Representative***

February 2019 - Present

As brand specialist for the winery, this position is responsible for knowing the products inside and out while marketing them to consumers. This new Boulder winery is experiencing their first year with a vintage that is being sampled and tasted and this position assists in all aspects of that process. Responsible for managing social media accounts when the department director is unavailable.

## SKILLS

Basic knowledge of HTML, CSS, Javascript, JQuery, APIs, AJAX and ES6.

Exceptional verbal and written communication skills

Attention to detail

Positivity

System improvement

Ambition

Exceptional personal skills

Ability to manage multiple tasks

Confident decision making

Independence as it relates to teamwork

Determination and dedication

Self motivation

Conflict resolution

Advanced Phone Skills

Proficient with Microsoft Office Suite

Proficient in Oracle NetSuite

Proficient in Millenium, Visual One and Mindbody scheduling software

## **St Julien Hotel and Spa, Boulder, CO — *Spa Concierge and Receptionist***

March 2015 - April 2016, Jan 2019-Present

On brand with St Julien's high standards, receptionists and concierge are entrusted by the esteemed company to provide immaculate guest services at the spa from point of entrance to point of departure. Responsible for booking, organizing, communicating between all levels of administration and staff, and sometimes calming and reassuring guests to ensure the best possible outcome. The receptionist position manages the calendars of service providers and the guests while concierge ensure everyone's experience runs without a hitch from start to finish.

## **Lawless Distilling CO/Bittercube Bitters, Minneapolis, MN — *Barback and Bartending Program Member, Cocktail Lounge Server, Consulting Assistant.***

October 2017-May 2018

Learning and understanding both the bar program and the distilling process that come together to create a unique family owned establishment. The Lawless Distillery team works in many facets of the production, growing and promoting the quality and longevity of the brand. Bittercube Bitters has a dedicated workforce of award-winning bartenders, operations management personnel and wine & beer experts whos' job is to tailor make a program that fits the needs of any type of bar or restaurant by working with clients large and small around the country to create unique beverage programming.

## **Ivy Spa Club, Minneapolis MN — *Front Desk Manager***

December 2016 - January 2018

Front desk coordinators are responsible for answering phones, making phone calls, booking and changing appointments while accommodating a team of working service providers to ensure smooth operation. Responsible for upholding high brand standards while connecting with and maintaining a happy staff. The manager of front desk coordinator oversees the department to ensure all standards are being met. Responsible for the hiring and training of new team members as well as instating and enforcing protocol as updated by the hotel-wide standards.

## **Private Family, Minneapolis, MN — *Full Time Nanny***

October 2016-July 2017

Providing full time care for a 15 month old boy.

## **Tungsten Toffee, Nederland, CO — *Team Member***

August 2008 - March 2017

Being a small, family business, there are no job descriptions that accurately encompass the variety of work that is done by every team

member. It starts in the kitchen, the production and goes all the way up to the marketing, distributing, customer care and services, product quality control and countless others. As a small company we are constantly learning and changing and adapting. Responsible for handling accounts in the Boulder area, managing farmers market sales and event planning, marketing and overall business strategies.

### **Whistler's Cafe, Nederland, CO — Server**

October 2010-July 2013 (Seasonal)

Service a fast paced diner-style restaurant in Nederland, Colorado during the summer. Learning the ins and outs of the restaurant industry and coordination with a small staff. Often responsible for hosting, serving and managing events.

### **EDUCATION & CERTIFICATION**

**Nederland High School, Nederland, CO**

**Front Range Community College, Longmont, CO**

**TIPS Certification, State of Colorado**