

Samantha Oliva

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Summary

- Full-Stack Developer
- Detail-oriented, organized, and team player
- UTSA Coding Bootcamp Certificate in Full Stack Development

Project Highlights

Weather Dashboard

Languages: JS, CSS, HTML5

<https://oliva-sam.github.io/06-Weather-Dashboard/>

Users are able to search the current weather and future weather forecast for a specific city. Users will be able to see past cities they've searched as well.

Lazy Foodie Database

Languages: JS, CSS, HTML5

<https://marshallb98.github.io/RnRSearch/>

Users are able to type in a food dish or genre and search for multiple recipes paired with their ideal wine.

Work Experience

Event Coordinator, Main Event Entertainment,
San Antonio TX

October 2018 - current

- Interact with guests via phone, email, and in-person for general inquiries and event bookings
- Create and customize event contracts for a high-volume of events
- Develop relationships with customers to ensure a higher rebooking and satisfaction rate
- Conduct outbound warm and cold calls to local business to drive booking traffic
- Meet and exceed quarterly sales goals as a team with fellow event coordinators

Catering Coordinator, Santa Rita Tex-Mex Cantina,
Austin TX

November 2017-May 2018

- Created catering intake forms and customized event contracts
- Coordinated and executed small and large-scale events ranging from a guest count of eight to 200
- Researched, contacted, and managed vendors & venues during event execution
- Communicated via phone, email, and in-person with high-end clientele on a daily basis
- Entered staff hours into SAGE payroll within a short timeframe after an event
- Completed estimates and invoices for all overseen events

Events Assistant, CNS Events, UT Austin

December 2015 – August 2017

- Assisted Events Team in planning and executing college affiliated events such as Explore UT, CNS Commencement, staff celebrations, and alumni/donor events
- Created and submitted various university compliance forms such as OOEFs, facilities work orders, food distribution requests, room reservations, etc.
- Researched and ordered cost-effective event décor and office supplies through UT Market
- Created the first student worker training system independently
- Helped develop web content for the launch of the CNS Events website and handled regular maintenance of website

Education

University of Texas at Austin, College of Natural Sciences, B.S.A in Nutrition & Business Foundations
Graduation Date: May 2017