

Lauren Hall

EVENT COORDINATOR - UTAH OUTLIERS

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To secure a position with a stable and profitable organization, where I can be a member of a team and utilize my experience and knowledge to the fullest.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

EVENT COORDINATOR

UTAH OUTLIERS

December 2017 to Present

Overview

Event planning for the team's home games including but not limited to giveaways, intermission activities and themed fan nights.

Manage all aspects of the event planning process, including collaboration with corporate sponsors, venue set up,

printing and design of materials and budget tracking.

Collaborate with several departments within the company to create optimal events. Creating brand awareness for the company.

Develop social media initiatives to increase exposure and engagement.

Work with non-profit organizations and charities to create partnerships.

Organize and attend community functions to network and identify potential opportunities.

Create summary reports of each event outlining the success of the event to create data that can be used to develop

successful future events.

Prepare social media content for events to share on such platforms as Google+, Twitter, Facebook, Instagram,

Pinterest, YouTube, etc.

FRONT DESK AGENT

HAMPTON INN & SUITES

September 2017 to December 2017

Overview

Represent the hotel to the guests throughout all stages of their stay by working with hotel personnel to ensure every

guest experiences superior customer care. Responsibilities include registering guests, assigning rooms,

accommodating special requests, ensuring guests have a pleasant stay.

Possess working knowledge of all aspects of the reservation department.

To greet, register and assign rooms to guests.

Answer inquiries relating to hotel services, shopping, entertainment and travel directions

Understand and comply with established front office procedures. Experience with cash handling and credit card

policy and procedures.

Post changes to guests folios in an accurate and timely manner.

Coordinate with housekeeping for room status updates, late check outs, early check ins and special requests.

Manage customer complaints in a professional and courteous manner.

Maintain a high level of professional appearance and demeanor.

UNIT LEADER

RANCHO YMCA

May 2017 to August 2017

Overview

Provided leadership, oversight and support to the summer camp units to ensure quality supervision and program execution.

Ensure the health, safety and well being of children in the program, by providing close supervision of all activities.

Maintain accurate program documentation including attendance, sign in/out forms, behavior reports, incident reports and accident reports, as appropriate.

Support and supervise counselors, advisers and volunteers.

Work with the Director to secure and maintain all equipment and supply needs.

Develop and maintain positive relationships with parents and guardians through regular communication about their

child's strengths and areas of growth.

Actively participate in training sessions, designated meetings and special events.

HEAD DIVE COACH

THE COTTONWOOD COUNTRY CLUB

May 2015 to August 2016

Overview

Planned and directed daily training for children ages 6-16; taught the basics of both swimming and diving in group and private lesson settings; planned meets and events at the facility; recruited new athletes and met

members to increase participation; assisted with the training of assistant coaches; managed equipment and supplies.

BRAND REPRESENTATIVE

ABERCROMBIE & FITCH

May 2013 to August 2015

Overview

Assisted customers with sales and advised on products and merchandise, showing comfort in my interactions at all levels; organized and stocked shelves / racks and displays, providing the opportunity to meet deadlines and

deliver results; provided excellent customer service whilst maintaining presentation standards within the store;

demonstrated superior willingness and ability to promote the brand, resulting in participation in store photoshoots.

Education

Parks, Recreation and Tourism

UNIVERSITY OF UTAH - Salt Lake City, UT

May 2018

Skills

DETAIL-ORIENTED (Less than 1 year), MULTI-TASKER (Less than 1 year), PROBLEM-SOLVING (Less than 1 year), TEAM PLAYER (Less than 1 year)

Additional Information

Skills & Abilities

- Displays integrity and professionalism; detail-oriented and organized
- Efficient multi-tasker; quick learner with proven ability to deliver results
- Superior communicator with a variety of audiences
- Enthusiastic team player with a strong work ethic and advanced, complex problem-solving skills
- Extremely personable and well spoken