

Angie Conway

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OBJECTIVE A career position as Special Events Coordinator for Hotel Royale

EDUCATION

California Polytechnic State University, San Luis Obispo

Bachelor of Science in **Recreation, Parks and Tourism Administration**, June 2007

Concentration: **Special Events Management** Minor: **Business**

EVENT PLANNING EXPERIENCE

California Polytechnic State University, San Luis Obispo, CA

Senior Project

Spring 2007

- Assessed special event management at eight Silicon Valley corporations
- Performed research, conducted interviews, observed events, and distributed and analyzed surveys
- Compiled findings and presented recommendations to an audience of 25 corporate representatives

Cal Poly Rec Club, San Luis Obispo, CA

Event Coordinator

Winter 2007

- Oversaw organization of a golf tournament fundraiser for 150 participants; raised \$4200 for charity
- Managed a 12 member planning committee
- Solicited corporate event sponsors and obtained 25 silent auction donations

Hospice du Rhone, San Luis Obispo, CA

Winery Communications & Administrative Support, International Wine Celebration

Spring 2006

- Served as primary contact for 200 wineries and industry professionals
- Developed printed materials including tickets, event programs, and auction catalogs
- Organized 10,000 wine bottle inventory
- Coordinated accommodations for guests

American Heart Association, San Luis Obispo, CA

Heart Walk Celebration Planning Committee Member

Fall 2005

- Planned an appreciation event for 100 guests on a \$500 budget
- Designed invitations and coordinated event décor
- Organized entertainment, speakers, and slide show

OTHER EXPERIENCE

Buena Tavola Restaurant, San Luis Obispo, CA

Hostess & Server

Sept. 2006-Present

- Coordinate reservations and provide customer service in an upscale restaurant

Palo Alto YMCA, Palo Alto, CA

Swim Instructor

Summer 2006

- Provided individual and group instruction for children ages 18 months to 14 years

COMMUNITY SERVICE & ACTIVITIES

- Morro Bay Harbor Festival volunteer (4 years)
- Cal Poly Week of Welcome Orientation Leader (2 years)
- Special Olympics volunteer
- Cal Poly Surfing Club

SKILLS

- Microsoft Word, PowerPoint, Excel, Adobe Photoshop, Illustrator, InDesign
- Conversational Spanish
- CPR and First Aid certified