

PeeDee Pirate

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OBEJCTIVE:

To obtain the position of Event Planner at the Hyatt Regency hotel utilizing my skills in communication, sales and hospitality management.

EDUCATION:

East Carolina University

Bachelor of Science in Hospitality Management
Concentration: Conventions and Special Events

Greenville, NC
May 2016

KEY ACADEMIC COURSEWORK

Meetings, Events and Conventions
Lodging Revenue Management

Sales and Services Management
Hospitality HR Management

SKILLS

Microsoft Office
Teamwork
Organization

Communication
Creativity
Customer Service

Event Planning
Time Management
Public Speaking

EXPERIENCE

East Carolina University

Student Assistant, Athletics Media Relations

Greenville, NC
August 2012 – Present

- Assist with the marketing and promoting of assigned sports in order to maximize attendance and create entertaining atmospheres.
- Development and distribution of posters, schedule cards and promotional materials.
- Prepare game day packets and facilitate media check-in and general questions during men's basketball games.
- Assist in the coordination of major press conferences, including set up of the venue and welcoming media and guests.

ECU Football Team Camp

Drill Station Leader

Greenville, NC
Summers 2011 – 2014

- Created and supervised drill station activities based upon the strengths, weaknesses and capabilities of participants
- Organized defensive drills for 20 high school teams
- Used motivation techniques to encourage players

MEMBERSHIP/AFFILIATIONS

Student-Athlete Advisory Committee, Secretary
Student-Athlete Advisory Committee
National Society of Minorities in Hospitality
ECU Football Team

August 2014 – Present
December 2013 – Present
August 2013 – August 2014
2012 – Present

VOLUNTEER/COMMUNITY SERVICE

Boys & Girls Clubs of Pitt County
East Carolina University Relay for Life (Student-Athlete Advisory Committee team)
Special Olympics Pitt County
Habitat for Humanity of Pitt County