

Kelly C.

Untapped Potential Candidate

Event Planner / Administrative Assistant
860-977-9408 / fellowship@upotential.org



PROFILE

Highly motivated and broadly skilled Professional with Corporate, Restaurant and Retail experience. Dedicated and focused manager who excels at prioritizing and following through to achieve project goals. Exceptionally detail-oriented multi-tasker driven to succeed.

KEY SKILLS AND COMPETENCIES

- Logistics (*scheduling, staffing, space planning*)
- Client Relations
- Staff Management
- Business Development

PROFESSIONAL EXPERIENCE

Untapped Potential Inc., Hartford, CT (2017-Present) Event Planner

- Organizes pre-event planning through post-event feedback. Assists with venue selection and preparation.
- Manages event communication, promotion, planning, and social media input. Coordinates print logistics, survey design and client follow-up.
- Studied and planned speed interview logistics, client/candidate matching and break-out locations.
- Database management, Microsoft Excel data entry.

M Frank Higgins & Co., Newington, CT (2013-2017) Event Planner

- Manage all facets of seasonal corporate client events with budgets up to \$55,000.
- Design, plan and execute a major flooring vendor event for 500 attendees at the Hartford Boathouse.
- Handle attendee communication, data management and follow-up.

Simon's Marketplace, Chester, CT (2005-2006) Manager

- Scheduled & managed a staff of 15 employees, completed food orders, served customers, contributed to food prep, took care of banking.

Applebrook Golf Club, Malvern, PA (2004-2005) Chef de Partie

- Planned menus and prepared food for high volume service at upscale, exclusive club.

Sugarfoot Fine Foods, Wilmington, DE (2002-2004) Asst. Food & Beverage Manager

- Managed a corporate cafe & high end catering operation, scheduled & supervised staff, met with corporate clients to plan menus.

COMMUNITY ENGAGEMENT

Simsbury Youth Hockey, (2016-Present)

- Charity Ball Committee member

Simsbury Public Schools (2012-Present)

- Junior Achievement Business Mentor
- School Fundraising Chair
- K-6 Academic Enrichment Volunteer

Hospice & Palliative Care of the Eastern Shore (2008-2010)

- Executive Committee Member
- Design, Decorating and Execution of the *Corks and Forks* Fundraising Event

EDUCATION AND CERTIFICATION

Bachelor of Science, Hotel, Restaurant, & Institutional *Management*, 2003 University of Delaware

Small Business Marketing Coursework, 2014 University of Hartford Entrepreneurial Center

INTERESTS

Travel, Golf, Creative Cuisine, Reading