ROBERT SMITH

Event Host

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Highly qualified Event Host with experience in the industry, Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which company prides itself.

CORE COMPETENCIES

Coordinator, Management, Multitasking.

PROFESSIONAL EXPERIENCE

Event Host

ABC Corporation - August 2015 – February 2016

Key Deliverables:

- Interacted with with all clients (parents, children adult guests) to ensure customer satisfaction.
- Managed and supervised Event Assistants for the designated events.
- Engaged and taught clients about cooking skills and more as related to event recipes and ingredients.
- Created a controlled safe, clean, friendly environment.
- Prepared for all classes and events (set-up ingredients, review teaching materials, etc).
- Set-up and take down of all events scheduled on the two small islands.
- Greeted and welcomed all guests as they are transported to the island on the boat.

Event Host

ABC Corporation - 2014 – 2015

Key Deliverables:

- Created a welcome environment for guests Ensure guest satisfaction Provide light housekeeping assistance Help resolve issues that may arise during an .
- for a photo-booth company in the Tampa area.
- Included traveling around mid to southern Florida, setting up equipment at given function, assisting guests with using the equipment, and .
- Focused of this position was to provide our guests with the highest level of customer service and to leave them with a memorable experience.
- Resigned from position due to lack of work and travel complications.
- On-site coordination and supervision for weddings and events, provide support to outside vendors, assist in tours and bookings, positively promote.
- High School Chapter Public Speaking 2003-2007 Event organizer -Phi Beta Sigma Fraternity Incorporated Secretary Reconnecting Youth.

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EDUCATION

High School Diploma - 2016(Northlake Community College - Irving, TX)

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