

ETHAN MARTINEZ

Venue Supervisor

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PROFESSIONAL SUMMARY

Enthusiastic Venue Supervisor with two years of experience in overseeing event operations and team management. Adept at ensuring guest satisfaction, maintaining safety standards, and optimizing workflow. Passionate about creating memorable experiences and fostering a collaborative atmosphere that enhances both staff performance and client relationships.

WORK EXPERIENCE

Venue Supervisor

Blue Sky Innovations

📅 Apr / 2024-Ongoing

📍 Chicago, IL

- 1. Ensured the safety and satisfaction of all guests and staff during events.
- 2. Managed event logistics and coordinated with vendors for seamless operations.
- 3. Addressed guest complaints and provided effective solutions to enhance their experience.
- 4. Maintained accurate records on event details and operational reports.
- 5. Communicated effectively with team members and guests to ensure clarity and cooperation.
- 6. Developed weekly staff schedules to optimize coverage and efficiency.
- 7. Promoted a positive work environment, motivating team members through long shifts.

Location Supervisor

Crescent Moon Design

📅 Apr / 2023-Apr / 2024

📍 Portland, OR

- 1. Assisted in the production of events, ensuring all logistical elements were addressed.
- 2. Collaborated with producers to secure locations and manage event subjects.
- 3. Trained staff on delivering exceptional guest service experiences.
- 4. Managed inventory and coordinated shipments from suppliers.
- 5. Oversaw retail operations, focusing on customer satisfaction and team performance.
- 6. Successfully opened new event venues, designing an inviting space for clients.

EDUCATION

Bachelor of Arts in Hospitality Management

University of Central Florida

📅 Apr / 2022-Apr / 2023

📍 Toronto, ON

Focused on event planning, guest services, and operational management.

SKILLS

Event Management
Software



Technical Troubleshooting



Guest Relations
Management



Adaptability To New
Environments



ACHIEVEMENTS

- 🌟 Streamlined event setup processes, reducing preparation time by 20%.
- 🌟 Successfully managed over 50 events, achieving a 95% satisfaction rating from attendees.
- 🌟 Implemented a safety training program that decreased incidents by 30%.