SUSAN DODGE
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(555) 555-5555
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PROFILE
- Background encompasses experience in marketing, sales, personnel management and training, event coordination, delivery of presentations, and policy and procedure development.
- Energetic and self-motivated team player/builder. Effective in work situations requiring an ability to manage multiple and concurrent projects and responsibilities.
- Quick learner with the ability to rapidly achieve organizational integration, easily assimilate job requirements and aggressively employ new ideas, concepts, methods and technologies.

EDUCATION

Bachelor of Science in Business Administration, University of Washington
Seattle, Washington 2002

EXPERIENCE

Event Coordination Manager, Seattle Hotels
Seattle, Washington March 2004 – Present

- Spearheaded the planning and execution of special events with over 150 individuals in attendance, delegating work assignments to a staff of three individuals.
- Secured catering, photographers, audio-visual requirements, printing services and commemorative gifts for the event.
- Formulated seating arrangements, following strict diplomatic protocol guidelines.

Manager, Convention Center of America
Dallas, Texas 2002 – 2004

- Supervised 109 employees, delegating assignments for various functions.
- Coordinated meeting times and schedule for special events to ensure seamless integration.
- Received the Manager of the Year Award (2003) for leadership abilities and consistent contributions to the organization.

Placement Counselor, University Placement Office
Baltimore, Maryland 2000 – 2002

- Assisted Veterans with the process of applying for benefits and enrollment to obtain a college education, interfacing with the Department of Veterans Affairs, school administrators and department heads to expedite the process.
- Streamlined the communication process through the creation of email templates for recurring correspondence issues.

COMPUTER SKILLS

Familiar with the following software programs: Microsoft Word, Excel, PowerPoint and Outlook

REFERENCES

Available Upon Request