**Objective-**

Seeking a position as event manager

**Education-**

Texas A&M University, College Station, TX

B.S. in Recreation, Park & Tourism Sciences

Expected graduation: May 2020

GPA: 3.8

**Work Experience-**

**The Texas A&M Hotel and Conference Center,** College Station,

Texas (July 2018- Present 2019)

**Reservation Agent/Supervisor**

* Manage/create reservations, folios, guest services, excel sheets and presentations
* Answer phone calls
* Create the daily that is discussed during daily standups
* Assist with refunds and credit card authorizations/charges/ Budgeting
* Assist at the front desk
* Scheduling
* Manage Events for staff

**Khalil & Co. Bridal and Beauty**, San Antonio,

Texas (June- August 2017)

**Personal Assistant/Intern**

* Answered phone calls
* Created contracts
* Worked with wedding parties
* Advertised for the company
* Planned in-studio events

**Activities**

* **Texas State Teachers Association District and local Vice President, College Station TX (2017-2019)**
	+ Design slides, create meetings and events for organization
* **Phi Lambda Appointed Officer, College Station Texas (2018)**
	+ Manage marketing aspects of sorority including social media
* **Distributive Education Clubs of America (DECA) Vice President and District Winner San Antonio/Dallas Texas (2014-2016)**
	+ Ran the organization’s meetings and events
	+ Participated in hotel management events and role plays in Dallas, Texas

**References:**

Tiaan Homann, Rooms Director

The Texas A&M Hotel and Conference Center

177 Joe Routt Blvd, College Station TX 77840

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979-260-2238

Joaquin Faz, Assistant Front Office Manager

The Texas A&M Hotel and Conference Center

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Adriana Khalil, Owner of Khalil & Co.

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