

Felicia Bennett

Accomplished Event Planner, Northeastern University - Communication Studies Graduate

Luzerne, PA

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(914) 230-2752

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Catering Sales Manager

Restaurant Associates at Harvard Business School - Cambridge, MA

March 2017 to May 2017

- φ Plan large upscale events for up to 500 guests: meetings, breakfasts, graduation lunches, large banquets, cocktail receptions, and conferences
- φ Creating banquet event orders and executing the billing process for all catering in the School of Executive Education
- φ Serve as the department liaison to the culinary team, academic program teams, and special clients
- φ Assist catering managers with event execution
- φ Receive and deliver last minute orders in a fast paced environment with 24 hour service

Event Manager

MIST-Harlem - New York, NY

October 2015 to March 2017

- φ Generated sales through cold calling, marketing, walk-ins, and client referrals
- φ Effectively managed events from sale to execution
- φ Coordinated all details of events such as conferences, cocktail parties, non-profit events, workshops, galas, and seminars
- φ Calculated and rectified all event expenses
- φ Trained and supervised event staff
- φ Created marketing materials to drive sales
- φ Managed a fast-paced catering department

Marketing Coordinator

The Powder Room Boutique LLC. - Mount Vernon, NY

March 2013 to May 2014

- φ Planned special events, activities, and appearances at local trade shows
- φ Coordinated marketing campaigns and performing industry research to drive product sales
- φ Created successful promotional posters, flyers, and postcards with Adobe Photoshop
- φ Managed social media accounts on Twitter, Facebook, and Google Plus to increase brand awareness

Senior Executive Assistant to the SVP of Creative Services and VP of Planning & Operations (Internship)

Cablevision - AMC Networks - New York, NY

June 2012 to July 2012

- φ Received a promotion to interim executive assistant after five months with the company
- φ Acted as the chief administrative resource to multiple departments at an award-winning network
- φ Assisted senior executives with calendar management and correspondence
- φ Independently coordinated daily meetings, conference rooms, audiovisual presentations, and luncheons
- φ Managed travel itineraries and used Microsoft Excel to complete accurate expense reports
- φ Supervised the creation of network media reels for internal use

Executive Assistant to the VP of Creative & Brand Strategy and Creative Director (Internship)

AMC Networks- IFC - New York, NY

January 2012 to July 2012

- φ Served as the administrative hub and principal correspondent of a diverse creative services department
- φ Organized successful meetings, birthday parties, baby showers, audiovisual presentations, and luncheons
- φ Arranged travel itineraries and systematically completed expense reports with Microsoft Excel
- φ Screened and logged footage for use in promotional materials

Regional Account Coordinator /Customer Service Representative (Internship)

EF Educational Tours - Customer Service Department - Cambridge, MA

January 2011 to July 2011

- φ Delivered friendly telephone customer service to travelers in a fast-paced environment
- φ Proactively coordinated resolutions to account issues, customer complaints, and international tour emergencies
- φ Showed attention to detail by processing applications, payments, travel documents, and cancellations correctly

Guest Services Representative

Simon Property Group- The Westchester Mall - White Plains, NY

May 2009 to June 2010

- φ Served as the face and voice of the guest services department at a popular luxury shopping center
- φ Effectively directed internal operations by working with stores, security, housekeeping, and the parking dept.
- φ Assisted with marketing events, children's activities, promotional campaigns, and gift card sales

Administrative Assistant

Northeastern University- Office of Prevention & Education - Boston, MA

January 2009 to May 2009

- φ Scheduled drug counseling sessions with Microsoft Outlook
- φ Created office documents, posters, and presentations with Microsoft Office Suite
- φ Used Microsoft Access to systematically collect data from surveys and maintain a large client database

Education

Bachelor of Arts in Communication Studies

Northeastern University - Boston, MA
December 2012

Summer French Language and Culture Institute
July 2010 to August 2010

Catholic University of Lyon

Skills

Microsoft Office, Apple Mac OSX, Public Speaking, Presentation, Project Management, Event Planning, Research, Social Media Networking, Problem Solving,

Certifications/Licenses

ServSafe Manager