

Katherine Hempel



PROFILE

Seasoned event planner with several years of experience working in multiple fields. Highly organized with management and supervisory experience.

EDUCATION:

Colorado State University

B.S. HOSPITALITY MANAGEMENT
August 2014 - May 2018

CONTACT INFORMATION

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REFERENCES

Available upon request

PROFESSIONAL BACKGROUND

Training Manager

PROSCI | NOVEMBER 2018 - AUGUST 2019

- Traveled nationwide delivering training in Change Management
- Organized training rooms for 3 day training sessions
- Maintained communication with venue contacts to ensure a seamless experience
- Established and maintained positive relationships with clients across the U.S.
- Proactively engaged with participants to identify additional Prosci offerings with the support of a Prosci Account Manager

Intern

WEDGEWOOD WEDDINGS AT TAPESTRY HOUSE | JUNE 2017 - JUNE 2018

- Administered wedding receptions, plated meals, set up and tore down events
- Studied under Catering Sales Managers conducting client consultations, property tours, appointment bookings, product purchasing, and wedding coordination
- Responsible for up keeping of on-site 6-bedroom Victorian guest house

Conference Coordinator

LILLIAN FOUNTAIN SMITH NUTRITION CONFERENCE | JANUARY 2018 - MAY 2018

- Helped solicit \$40,000 in donations and sponsorships
- Created an organizational portfolio for Project Lead including all details relating to planning process
- Created marketing material for registration, keynote speakers, pre-conference workshops, and sponsors
- Hosted weekly meetings with faculty to collaborate on conference plans

Summer Supervisor of Cottonwood Cafe

FORT COLLINS COUNTRY CLUB | JUNE 2016 - AUGUST 2016

- Managed Café staff, trained new employees, and stocked liquor
- Took orders, served food, made drinks, and tended to guests' needs on the pool deck
- Fully served 12 wedding receptions throughout the set-up, duration, and tear down of the reception

SKILLS:

- Organizational Planning
- Event Planning
- Time Management
- Computer Literacy
- Community Outreach
- Communication