

Ivy Perkins

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Profile:

Passionate, hard working, open-minded individual seeking experience in event planning. Eager to take on the responsibility necessary to execute large events. In any position, I intend to incorporate my creativity, organizational skills, and people skills to ensure that the expectations of guests or clients are met and exceeded.

Experience:

Banquet and Formal Dining Server

August 2015-Current

Spotswood Country Club

- Develop and maintain relationships with all members of the club to ensure a personable experience
- Responsible for placing orders, running food, and busying tables in an efficient manner in the formal dining room
- Held accountable for reviewing BEOs, setting up, and breaking down several events a week

Themed Event Manager

January-October 2015

James Madison University Student-Planned Events

- Planned, budgeted, and executed a themed brunch with a team of 6 students for 128 guests
- Created a BEO for supervisory team, trained and managed student staff members on the day of the event
- Developed a detailed website for the convenience of both guests and staff
- Researched and led team in creating an authentic atmosphere for the reception

Banquet Server & Intern

May-August 2015

Early Katering

- Assisted with food preparation, buffet presentation, and service at dozens of events large-scale events
- Helped facilitate event preparation meetings such as food tastings and on-site tours
- Worked as a team with other members of the catering staff as well as other vendors

Hospitality Intern

May- August 2014

Colonial Williamsburg Foundation

- Performed front desk and concierge services at the Woodlands Hotel & Suites and Governor's Inn
- Organized and supervised daily recreational family activities
- Helped implement a new restaurant reservation system and trained other employees

Special Event Server

June 8-15, 2014

Purple Tie by Ridgewells Catering Company based in Washington D.C.

- Created a memorable and personable experience for all guests at the Men's U.S. Open
- Maintained a clean and pleasing presentation of the buffet, tables, and tents as a whole
- Communicated all needs with the culinary staff and assisted with food prep

Education:

James Madison University: Senior Standing

August 2012-Current

- Hospitality Management major, General Business minor
- Rho Gamma (guide) for young women going through sorority recruitment in Fall 2015
- Service Chair for Professional Convention Management Association (PCMA) 2014-2015
- First Year Orientation Guide (FrOG) for incoming students to ease the transition to college Fall 2014
- Completed 8 week-long study abroad program in Florence, Italy the Summer of 2013
- Member of Club Managers Association of America (CMAA) 2012-2013