

BRITTANY G. FAHNER

(Address)

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OBJECTIVE

To receive a job in the field of event planning and management, and to gain more experience in the hospitality industry with effective communication and customer service skills.

WORK EXPERIENCE

The Leukemia & Lymphoma Society, White Plains, NY:

Campaign Specialist, Team In Training

November 2014- Present

- Team Management
- Relationship Cultivation
- Volunteer Management
- Fundraising Strategies & Planning

Campaign Assistant, Team In Training

May 2014- November 2014

- Social Media Management
- Grassroots Marketing
- Community Sponsorship & Outreach
- Administrative Duties

Special Events Intern

October 2013- May 2014

- Complete and organize all fundraising and special events materials
- Incorporate more media platforms into special events marketing plan
- Third party events management and data entry

American Liver Foundation, North Haven, CT:

Special Events Intern

February 2013- May 2013

- Contact local businesses asking for donations
- Create and organize information regarding events
- Assist in set-up and organization of events

University of New Haven, West Haven, CT:

Office Assistant, International and Experiential Education Office

February 2012- May 2012

- Prepared PowerPoint's and handouts for information sessions
- Respond to e-mail inquiries about studying abroad
- Create boards and other advertisements for study abroad

Management Trainee, Jeffrey's Fusion Restaurant

January 2010-May 2010

- Performed duties in both front of the house and back of the house
- Assisted with production all restaurant foods
- Served food and beverages and catered to the needs of customers

V.I.P Country Club, New Rochelle, NY:

Food Server/Snack Bar

May 2008- August 2009

- Prepared and served food to club members
- Accurately accounted for money in register each shift
- Ensured customer satisfaction for guest services provided

Receptionist

August 2008- November 2008

- Made appointments for potential clients
- Answered phones and helped clients and club members
- Stored and entered files into the computer

EDUCATION

University of New Haven, West Haven, CT

Graduation: May 2013

B.S. Hospitality & Tourism Management with a concentration in Tourism & Event Management

Bond University, Gold Coast, Australia

Study Abroad Program

Fall 2011

CTHOSPITALITY.US