

[AMANDA TAYLOR CHRISTENSEN]

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OBJECTIVE

Build a strong and successful career by incorporating extensive education in business administration and years of experience in special event planning and management.

GIVING BACK

Volunteer Mentor for Junior High girls at Calvary Church of Santa Ana (2 years), Volunteer Student for Missions Trip to Boracay, Philippines (3 weeks in 2009), Volunteer Builder for YWAM in Tijuana, Mexico (1 week a year, 3 years), occasional free time spent with special needs

EDUCATION

Associates in the Arts 2012

Santiago Canyon College
Orange, California



Bachelors in Business Administration 2014

Chapman University
Orange, California



WORK EXPERIENCE

The Turnip Rose Elite Catering (Costa Mesa, CA)

Junior Consultant

2012–Present

Provide in-office assistance to Senior Sales Consultant by answering phones, responding to inquiries, prepping venue for tours, tracking and collecting payments, updating database/sales forecasts and completing associated special event paperwork which resulted in ability to manage customer accounts, create custom cost analysis', meet with clients, complete orders for rentals, food and beverage and labors

Wedding Coordinator

2012–Present

Execute client's vision for event by coordinating vendors, maintain timeline sequence, communicate with kitchen, management, and bar, cater to bride, groom, bridal party and family's needs, complete set up and clean up of venue which resulted in ultimate customer satisfaction

Event Manager/Supervisor

2011–2013

Directly supervise all serving staff, organize set-up/clean-up, enforce timing, manage inventory, evaluate individual staff performance, complete post-event paperwork, relay any issues in need of follow up; position requires one year or more of banquet server experience with company

Manly Chamber of Commerce (NSW, Australia)

Assistant to Centre Manager

2013

Assisted with preparation and execution of community events, updated property leases, created business proposals for city's publicity, managed social media accounts

SKILLS

Technological – MS Office (word, excel, power point, outlook) POS, Quickbooks, MSPProject, Access, Visio² and Kompozer, major social media platforms

Personal – Excellent interpersonal, verbal and written communication, self-motivated, team player, quick learner, organized, works well in high stress situations, "get your hands dirty" work ethic, financial planning and budgeting

For more, visit amandatchristensen.com