

Corinne Rosecrans

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San Carlos, CA 94070

Organized and dependable team member with a strong work ethic skilled at managing multiple priorities with a positive attitude. Committed to personal and team success with a willingness to take on additional responsibilities to exceed team goals.

SKILLS

- Decision Making
- Leadership & Team Management
- Interpersonal Communication
- Microsoft Office
- Creativity
- Problem Solving

EXPERIENCE

ASSISTANT EVENT PLANNER

San Carlos, CA

Fun and Confetti

July 2021 - August 2024

- Coordinated logistics and facilitated the successful execution of large-scale events, ensuring seamless operations and attendee satisfaction.
- Developed detailed, client-specific event proposals, integrating creative concepts and logistical plans to exceed expectations.
- Engaged with guests and vendors during events to ensure exceptional experiences, addressing concerns and fostering a welcoming atmosphere.
- Streamlined office processes through accurate data entry, efficient inventory management, and administrative support, contributing to overall business success.
- Developed and managed engaging social media content across multiple platforms, driving audience growth and engagement through strategic scheduling and analytics.
- Authored and published compelling blog posts tailored to target audiences, enhancing brand visibility and fostering online community interaction.

PARTY HOST

Redwood City, CA

Sports House

August 2021 - August 2024

- Designed and executed dynamic corporate and children's sports events, fostering engagement, teamwork, and collaboration among participants.
- Provided high-quality food and beverage service while addressing guest inquiries and ensuring satisfaction by fulfilling special requests.
- Facilitated onboarding and training processes for new employees, equipping them with the skills and knowledge to excel in their roles.
- Earned consistent recognition for exceptional customer service, resulting in above-average gratuities and positive guest feedback.
- Awarded Employee of the Month (January 2023) for outstanding performance, leadership, and commitment to excellence.

RESTAURANT HOSTESS

South San Francisco, CA

Basque Cultural Center

May 2024 - August 2024

- Supported servers and bussers through high-volume shifts with food running and table clearing.
- Greeted customers promptly and courteously upon their arrival to the restaurant.

EDUCATION

BACHELOR OF SCIENCE (B.S.) IN FINANCE AND MARKETING CANDIDATE

Expected graduation May 2027

University of Colorado Boulder, **Boulder, CO, US**

