

LISA KATZMAR

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Objective To obtain a position as an Event Planner.

Education **Aug. 2004 – May 2008** **Temple University** **Philadelphia, PA**
Bachelor of Science in Tourism and Hospitality Management

- Program and Special Event Planning
- Tourism Planning and Development
- Meeting, Conference, and Event Management

Experiential Education Summer 2007 **Marriott Courtyard** **Philadelphia, PA**
Sales and Events

- Researched and quoted competitors' prices
- Greeted and introduced potential customers to hotel meeting space, guest rooms and restaurants
- Answered inquiries and addressed wedding requests
- Assisted Event Manager with wedding day accommodations

Work Experience Sept. 2005 - Present **Wachovia Sports Complex** **Philadelphia, PA**
Premium Seating Representative

- Verify tickets and direct guests to designated seating
- Monitor and maintain area to guests' complete satisfaction

Mar. 2003 – Aug. 2005 **Nifty Fifty's** **Philadelphia, PA**
Office Manager

- Oriented new trainees to restaurant policy, mission and expectations
- Fielded community donation requests, achieving community relations
- Tracked and completed inventory of supplies
- Conducted staff meetings to streamline restaurant operations

Hostess, (promotion to) Server and Bus girl

- Engaged with customers and fellow staff to create and enrich service and efficiency

Memberships American Hotel and Lodging Association
School of Tourism and Hospitality Management (Student Association)

Computer Skills Proficiency in Microsoft Office: Excel, Access, Word, Power Point