

Alexandra Ong
15557 Eagle Tavern Lane
Centreville, VA 20120
(703) 203-8594
hokieong@vt.edu

EDUCATION

B.S., Hospitality and Tourism Management, expected graduation May 2011
Virginia Polytechnic Institute and State University, Blacksburg, VA
Overall GPA 3.0/4.0

WORK EXPERIENCE

Procurement Intern, Northrop Grumman, Reston, VA – Summer 2009

- Filtered through invoices to fix problems made by either buyers or suppliers
- Constantly emailed suppliers providing customer service and to alleviate buyers' workload

Conferences Intern, International Association of Fire Chiefs (IAFC), Fairfax, VA – Summer 2009

- Worked with conference coordinators in planning their summer conferences
- Data entry in Excel for conference evaluations and events' times, rooms, speakers, etc.
- Assisted with budget and registration

Event Planning Specialist Assistant, Virginia Tech Event Planning Office, Blacksburg, VA – March 2008-present

- Support venue and equipment reservation functions
- Interact with clients in-person, through e-mail and phone
- Reserve rooms, banners, and display cases for student organizations

Sales Associate, Forever 21, Fair Oaks Mall, VA – Summer 2008

- Prepared opening of their new store
- Provided customer service

Hostess, Applebee's Neighborhood Grill and Bar, Chantilly, VA – 2006-2007

- Maintained healthy eating environment
- Welcomed and greeted guests
- Managed and trained other hosts
- Promoted new entrees and drinks to guests

RELATED EXPERIENCE

Virginia Tech Union, House and Hospitality Committee, 2008-present

- Assist with the events' and concerts' set-up and preparation
- Unload and load equipment to various venues
- Regulate tickets

"Big Event" Staff Member, 2009

- Participated in Virginia Tech's largest community service project
- Coordinated service sites and target zones for set up

Landmark Volunteers, Tennis Hall of Fame, Summer 2006

- Maintained a clean environment for players, guests, and tourists
- Organized seating and tables
- Managed "will call" area
- Sold event programs

**COMPUTER
SKILLS**

Microsoft Office (Word, Excel, PowerPoint)
Updated Website Information for IAFC

ACTIVITIES

Epsilon Sigma Alpha, 2009 –
YMCA, 2009 –
Leadership Tech, 2009 –
Hospitality Management Association, 2007
USO “Support Our Troops”, 2004-2007