

MOLLY GOLDBACH

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CATERING PROFILE

Enthusiastic, passionate individual with proven ability to motivate people through effective interpersonal communication and strong work ethic in fast-paced work environment. Optimistic, personable and engaging communicator, establishing rapport and building relationships with diverse individuals. Exceptional organizational & time management skills and teamwork ability; experienced in ability to remain calm, focused and alert in stressful, time-sensitive environments and with high-profile clients.

PROFESSIONAL EXPERIENCE AND DEVELOPMENT

Yifat Oren & Associates – West Hollywood, CA
Mitie Tucker Event Production – Los Angeles, CA

Events Assistant Free Lance, 7/2012-Present

Assisted the head event planner with the intricate details of high-profile celebrity events in Los Angeles, Sundance, Utah and Marin County. Researched and contacted vendors obtaining unique items used for events. Managed and maintained database and close relationships with vendors. Coordinated domestic travel details and logistics for out of area events. Help clients and guests in a variety of unusual situations while maintaining a high standard of service. Organize and manage time, resources and priorities, consistently achieving goals while staying ahead of schedule.

Molly Moira Photography – Redondo Beach, CA
Photographer, Freelance, 11/2012-Present

Plan, schedule and execute all aspects of professional photography shoots and events.

Production Elements, Inc. – Los Angeles, CA
Events Assistant, 4/2013-6/2013

Assisted the senior event producer during short-term assignment with creative and logistical details of large events for the Natural History Museum, Colburn School, and Johnson Cancer Research Center. Helped coordinate all activities, rentals, vendors, employees and insurance certificates.

Kilkenny's – Redondo Beach, CA
Catering Server, 5/2009-1/2011

Hosted and served, providing excellent service to customers in a friendly manner. Monitored guests and responded to needs and requests in a timely fashion. Ability to read event schedules, follow floor diagrams and set up accordingly. Adapted quickly to changing circumstances.

Women's Collegiate Volleyball Team, Division 1 – Olivet University, Bourbonnais, IL
Team Captain, Awards: Most Inspirational, Captain's Award, MVP, Athletic & Academic scholarship

EDUCATION AND CREDENTIALS

Bachelor of Arts in Psychology and in Sociology, May 2012, Graduated Magna Cum Laude
OLIVET NAZARENE UNIVERSITY – Bourbonnais, Illinois

Software: Excel, PowerPoint, Keynote, Word, Photoshop, Lightroom. Type 95 WPM with 98% accuracy
Psi Chi Honor Society • Four year Honors and Dean's List • Excellent references upon request