

MIRANDA COOK

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PROFESSIONAL SUMMARY

Hard-working and ambitious, experienced Event Planner focused on delivering the highest quality service to every client. Reliable and diligent. Well organized and dependable with excellent leadership skills. Successful at listening to the needs of the client and collaborating on a creative vision. Skilled at multi-tasking and meeting tight deadlines.

SKILLS

- Retail sales
- POS systems knowledge
- Merchandising
- Natural leader
- Customer-oriented
- Skilled problem solver
- Creative
- Understand/ appeal to target market
- Excellent communication skills
- Motivated team player
- Computer literate
- Consistently meets goals

WORK HISTORY

Freelance Event Coordinator

Current

- Project management and development of budgets, venue selections, themes, creative designs, menus, video, sound, marketing materials, brochures, sponsorship letters, and invitations
- Exceed client's expectations by delivering each event under budget while utilizing time management skills, multi-tasking, and adhering to strict time constraints
- Coordinates, produces and executes all aspects of corporate events, bridal and baby showers, social gatherings, birthday parties.
- Planned a wedding with over 150 guests in attendance
- Organized baby and bridal showers with over 50+ guests

Catering/ Banquet Server and Bartender

Current

- Prepare alcohol or non-alcohol beverages
- Interact with customers, take orders and serve snacks and drinks
- Assess customers' needs and preferences and make recommendations
- Mix ingredients to prepare cocktails
- Plan and present bar menu
- Check customers' identification and confirm it meets legal drinking age

- Restock and replenish bar inventory and supplies
- Stay guest focused and nurture an excellent guest experience
- Comply with all food and beverage regulations
- Set banquet rooms and halls as per instructions of the event manager
- Prepare rooms in terms of adjusting lights and setting appropriate temperature
- Ensure that all decorations have been set in accordance to the instructions
- Make sure that tables are set with linen, dishware and flatware
- Fill glasses with water before guests arrive and refill them during the course of the event
- Greet guests in a cordial manner as they arrive
- Offer welcome drinks and ask guests if they need any additional items
- Set banquet table with dishes
- Carry food trays to the tables
- Ensure that food is replenished in a quick manner
- Deliver beverages as per guests' instructions
- Anticipate guests' needs continually and fulfill them appropriately
- Clear dishes and flatware once the event has ended
- Clean premises along with stripping table cloths and napkins
- Take down decorations as instructed.

Retail III Supervisor/ Auctioneer

03/2011- 12/2014

Goodwill Industries of Central Texas – 78753, TX

- Completed all point of sale opening and closing procedures, including counting the contents of the cash register.
- Shared best practices for sales and customer service with other team members to help improve the store's efficiency.
- Mentored new sales associates to contribute to the store's positive culture.
- Maintained established merchandising standards, including window, sales floor and promotional displays.
- Answered customer telephone calls promptly and in an appropriate manner.
- Strategically scheduled team members to maintain optimal staffing levels at all times.
- Actively pursued personal learning and development.
- Researched products for in-store auction and e-commerce.
- Ability to communicate ideas and concepts to others.
- Provided work direction to store personnel and assist in the training of new employees.
- Acted as a liaison between management and store employees.
- Completed paperwork pertaining to departments in daily operations sales/ monetary transactions and opening/ closing procedures.
- Accountable for store cash funds.
- Oversaw cash register operation sales/ monetary transactions.

- Maintained positive customer service and employee relations.
- Followed and enforced store policies and procedures as well as general company policies.
- Performed other duties as required.
- Adhered to monthly revenue and payroll requirements.
- Supervised and directed all merchandise and shipment processing.

Education

Associate of Applied Science: Fashion Marketing , Current

Austin Community College – Austin, TX

2009 Texas School of Bartenders- Austin, TX Certificate in Mixology

2004 Internship with the United States Navy for Advertising.

Member of the Planning and Visual Education Partnership (PAVE)