



# LIZ HAMILTON

Event Planner and Personal  
Assistant

## CONTACT

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 (415) 686-7446

 Serving the San Francisco Bay  
area and the Greater Sacramento  
area

## EDUCATION

### AA IN PSYCHOLOGY WITH A MINOR IN COMMUNICATIONS

College of Marin  
Kentfield, CA

## SKILLS

Microsoft Office Suite  
Quickbooks  
CRM and POS systems  
Organization  
Time Management  
SafeServ Certified  
CPR Certified

## SOCIAL

 [fb.me/dizzymisslizzy92](https://www.facebook.com/dizzymisslizzy92)

 @lizzam909

## ABOUT

Liz is an experienced and enthusiastic event planner looking for permanent and temporary work. With a background in psychology and communications, she has an impeccable attention to detail and a passion and know-how to create memorable events and experiences. With a focus on customer relations, Liz is able to not only develop unique parties for every event, but also play a key role in customer engagement during the event through bartending, hosting, and serving.

## CORE COMPETENCIES

Customer and Vendor Relations

Hosting and Serving

Intimate and Large Venues

Bartending

Organization Skills

Planning and Executing Parties/Events

Product Marketing

Quality Control

Social Media Strategies

Referral traffic

## EXPERIENCE

### EVENT COORDINATOR

Scott Valley Swimming and Tennis Club | March 2016 - Present

Planned and executed social events for a private, member owned recreational club.

Worked directly with board members to create and budget family and adult events.

Selected and served as the point of contact for vendors.

Worked as event staff: either behind the bar, at check in, or as a hostess.

Created all posters/fliers/social media posts to build interest and enthusiasm.

### PERSONAL ASSISTANT

Diamond Personal Assistants | January 2013 - Present

Part-time work as a party assistant for clients all across the S.F. Bay Area.

Picked-up and set up party supplies as well as break-down and cleaned up afterwards.

Heavy bartending duties; usually serving wine, beer, and a few signature cocktails.

Interacted with guests to boost morale and engagement.

### HOSTESS/SERVER/TAKE-OUT STAFF

Insalatas Restaurant | March 2015- October 2015

Checked in and seated guests using a POS system at a high

Served patrons and provided food and drink recommendations while being conscious of allergies and preferences.

Sold and packaged food at the take-out counter. Did all clean up at end of shift.

Built lasting relationships with frequent patrons as well as staff in FoH and BoH.