Major Concentrations – Business and Journalism/Mass Communication

VOLUNTEER EXPERIENCE AND AFFILIATIONS

MPI – Meeting Professionals International, Active Member
San Diego Pride – Staff Volunteer
Mama's Kitchen – San Diego, Staging Volunteer
Cystic Fibrosis Foundation – Former Event Chair

ARIZONA DIAMONDBACKS

February 2012 – August 2012

In-game entertainment crew member for the game operations department. Acted as brand ambassador and guest experience representative. Ensured fan enjoyment and encouraged fan involvement for in-game sponsor promotions. Set up and staged camera shots for in-game promos. Selected fans and completed safety and registration protocol for promo programs. Executed game opts agenda with close attentions to detail. Performed on camera pre/during/post game and sponsorship plugs.

PR/EVENTS INTERN/ LIFESTYLE AGENCY

April 2010 – August 2011

Assisted in the execution and promotion of large scale, high-end events in London. Worked to strengthen relationships with vendors, venues, media outlets & publications. Created and maintained target media database, highlighting past events and media coverage. Met with clients during planning stages of creative processes to create story boards and timelines. Took ownership of projects assigned to me and consistently met deadlines. Created press reports for clients detailing publicity generated to use in post event ROI assessments. Created content/proof read press releases. Organized media staging at event. Diversified company culture as an international student/employee. Projects worked on:

London On a Plate iphone App Launch Party
Le Mans Leaving Party
London Club & Bar Awards
Mancha Green Tea Products by Lalani & Co.
Virgin Atlantic's Horticultural Project
Various restaurant advertisement concepts

EDUCATION

Certificate – CMP (currently pursuing) / Expected completion Fall 2017

San Diego State University

Certificate coursework for the meeting and events industry

Post BA Work/Study Abroad/ 2011

American Institute for Foreign Study – Richmond University (London, UK)

Course completion – Public Relations/Event Mgmt

Internship completion – Events Intern with PR firm

Bachelor of Interdisciplinary Studies/ 2010

Arizona State University (Tempe)

B2B SALES CONSULTANT

STAPLES BUSINESS ADVANTAGE

January 2015 – December 2015

Effectively utilized Staples sales strategy and ensured the company met revenue and profit objectives through targeted prospecting of small, mid-size and large accounts. Responsible for developing and managing new customer base, by industry, territory and market size. Worked with a defined sales quota focusing on initiating relationships with multi-level decision-makers through phone, marketing mailer campaigns, in-person contacts, and presentations. Consistently met sales objectives every month. Named B2B of the period by successfully obtaining large market accounts. Managed schedule and work week consisting of office and field days with prospective new account appointments.

EVENT PRODUCER/ CONDO OWNER AGENT

HARD ROCK HOTEL SAN DIEGO

August 2012 – January 2014

Worked production of contracted events for the Sales & Convention Services Department of hotel. Coordinated all contracted details of assigned groups. Acted as liaison between client and operational departments. Reviewed meeting space requirements, blocked space and ensured correct setup based on contractual and hotel expectations and standards. Managed all group room blocks for active book of business. Created banquet event orders. Prepared and distributed group resumes detailing complexity of group program for all necessary departments. Establish payment schedule for group and prepared invoices. Conducted site tours with potential clients, showed property, venue space and highlighted amenities. Established and maintained an effective up selling strategy with city-wide conference groups to maximize revenue opportunities. Serviced all ownership and VIP aspects of 420-unit property. Acted as liaison between hotel condo owners, band managers and hotel. Prepared and mailed monthly income statements and unit performance reports. Coordinated monthly maintenance with owners and engineering department. Educated outside realtors and brokers on policies and procedures for showing active MLS listings in a Condo-Owned Hotel. Scheduled showings of listed units. Booked privately owned rooms for owners' and acted as a personal concierge for residents. Obtained high profile client "riders" and fulfilled requests. Prepared for high profile clientele arrival on property and filled security needs with appropriate departments.

Projects Include: Comic Con 2013, Marine Corp Ball, Prince's Purple Reign Special Event, American Academy of Orthopedic Surgeons Annual.

RALLYBACK

JENNIFER BARCZUK

JENNIFER@BARCZUK.NET

602.628.3009

WWW.LINKEDIN.COM/IN/JENNIFERBARCZUK

OBJECTIVE

To obtain a position that will enable me to use my passion, experience and hospitality industry knowledge to make a positive contribution to an organization.

SKILLS

Client relations. Cold Calling. Research and sourcing. Venue Sales. Destination/Site selection. Hotel/Venue/Vendor contract negotiation. Planning. BEO creation. Budgeting. Confident Communicator. Listening. Team-building. CVENT. Delphi. Salesforce. Microsoft Office Suite. Clean Driving Record. Adaptable. Confidentiality and Deadline focused.

EXPERIENCE

MANAGER, GLOBAL ACCOUNTS

HELMS BRISCOE

February 2016 – current

Independent contractor for the industry leader in meetings procurement. As a manager of global accounts, I work to assist my clients in streamlining the process of delivering an event anywhere in the world. I research, evaluate, and present the ideal venue for client events based on specific search criteria. Manage industry relationships with local and abroad CVB's & DMC's. Research industry meeting trends. RFP creation. Liaison between client and venues. Plan site inspections. Execute full contract negotiation. Accounting/budget management. Catering/BEO creation. Group room block management. Group detail reports/resumes. Create group savings profile for future projection and planning. Research group travel options to present. Post conference surveys/data analysis. Lead generation. Responsible for acquiring new business and managing, servicing and growing own book of business.

COCKTAIL SERVER

TRULUCK'S SEAFOOD STEAK & CRAB HOUSE

March 2016 – May 2017

Delivered exceptional, friendly and fast service.
Answered questions about menu selections and made recommendations when requested. Appropriately suggested additional items to customers to increase restaurant sales. Maintained a professional tone of voice and words at all times, including during peak rush hours. Correctly calculated charges, issued bills and collected payments. Completed certificates and ongoing education in wine, as well as well as dietary trends. Accurately recorded orders and partnered with team members to serve food and beverages that exceeded guests' expectations.

OWNER/OPERATOR

WINSOME VINTAGE EVENTS

April 2014 – August 2016

Coordinated social events, building business through referrals and word of mouth. Planned & executed weddings, bridal showers, baby showers, bachelor/bachelorette parties, birthday parties, and high school reunions from start to finish. Set up appointments with vendors. Site inspections. Worked heavily with vendor contracts. Managed budgets. Event design. Blocked space and event layouts. Setup tastings and walk throughs. Catering & Banquet Event Orders. Acquired permits. Created timeline for event. Managed outside vendors. Negotiated rates and fees. Found savings and captured through savings report upon completion of event.