

Talia Gonzalez
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EDUCATION

University of Nevada, Las Vegas (UNLV)
Bachelor of Science in Hospitality Management
Concentration in Meetings and Events

Las Vegas, NV
December 2018

WORK EXPERIENCE

Hoi An Destination Weddings
Event Coordinator

Hoi An, Vietnam
02/2019-05/2019

- Created mock-ups for décor and designs for weddings and events
- Photographed events and mockups
- Assisted in the entire event planning process
- Set up weddings & events and ensured they ran smoothly

Kahuna's Beach Club
Catering and Events Manager/ Bartender

Hoi An, Vietnam
02/2019-05/2019

- Created a comprehensive catering and beverage menu
- Formulated and executed daily, weekly, and special events
- Bartended high volume events

Olive Garden
Server

Las Vegas, Nevada
08/2018-11/2018

- Provided outstanding customer service to guests
- Took orders, served beverages, made salads, soups, and desserts, ran food, closed out orders
- Received two awards for week-long streaks of 100% customer satisfaction on surveys

ACS Floral and Events

Assistant/ Marketing & Public Relations Head/ Event Designer/Bookkeeper

Las Vegas, NV
2/2018-12/2018

- Logged and managed all employee hours and payroll
- Hired new staff and assisted in onboarding and training new employees
- Set up 2-5 events/ weddings per week
- Created 12-20 comprehensive proposals a month including descriptions, pictures, and cost breakdown
- Kept track of industry trends for balloon design, floral design, office space design & social network trends
- Ran & managed the Instagram, Facebook, events website, floral website, WeddingWire website, and Yelp
- Updated Instagram and Facebook 3-5 times a week, updated website pictures constantly
- Redesigned, edited, and managed Weebly website
- Created a budget, oversaw and managed all financials and bookkeeping
- Assisted the owner in all aspects including her daily schedule, appointments, purchasing flowers and other supplies
- Purchased and processed flowers

Flora Couture
Intern/ Assistant Event Coordinator

Las Vegas, NV
08/2017- 02/2018

- Rotated throughout all positions of event and floral decor company
 - Human Resources, Inventory, Sales and Design
- Planned and designed events, weddings, and floral arrangements
- Created comprehensive proposals including pricing and visuals
- Set up large events and worked through busy Wedding, Christmas, and Valentines seasons

International House of Pancakes

Las Vegas, NV

Server

9/2016-5/2017

- Upsold menu items to increase total check average
- Reconciled payments including cash and credit card transactions filing and tip dispersion daily
- Hired as a hostess, immediately promoted to server after only 2 weeks

Bella Bru Cafe

Sacramento, CA

Front of House

5/2016-8/2016

- Cashier, Busser, Food Runner, Barista
- Balanced taking orders, upselling, and barista duties while serving 400+ guests per breakfast shift

Mon Ami Gabi

Las Vegas, NV

Hostess

1/2016-5/2016

- Administered quality guest service in a 100+ table restaurant
- Monitored 2 hour wait lists, while communicating via ear piece ensuring 2.5 min table turns

The North Face Outlet

Las Vegas, NV

Team Member

10/2015-1/2016

- Achieved sales goals rapidly and earned incentives
- Outperformed other employees by reaching higher sales goals
- Worked during holiday season with 90% international customers

Hallmark Gala Gifts

Sacramento, CA

Team Member

2/2015-8/2015

- Cashier, Stocker, Managed Inventory
- Designed store displays

Weintraub Tobin Law Firm

Sacramento, CA

Marketing Intern

5/2014-8/2014

- Kept up on current events and current trends via multiple social outlets
- Called vendors daily for public relations and event planning
- Data entry for entire clientele list

RELATED WORK SKILL

- Micros-Pos & OpenTable
- ServeSafe Certificate, Alcohol Safety Awareness Card, Nevada Sheriffs Card
- Studied Abroad 2 months in Madrid
- Traveled to 30 countries
- Conversational in Spanish; Beginner in Hebrew

STUDENT LEADERSHIP ACTIVITIES

UNLV: Convention Club, Programming Chair

2017-2018

UNLV: Alpha Gamma Delta National Fraternity

2015-2018

- Director of Special Events

2018

- External Philanthropy Chair

2016

REFERENCES

Ann Leonardo

Owner of ACS Floral and Events
acsfloralandevents@yahoo.com
831-383-2128

Jamie Webber

Sales Coordinator at Destinations by Design
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