

161 Rockland Road, North Scituate, RI 02857
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EVENT MANAGEMENT EXPERIENCE

C² Communications, Scituate, Rhode Island

Principal

- Responsible for direct client service, including but not limited to; copy editor for both print and on line publications, writing, event and press conference coordination, and interface with members of the print and broadcast media on behalf of clients
- Coordinated the Anchor of Hope Annual Gala for the Diocese of Providence
- Managed press and sponsor event room for Manhattan at the Bay on behalf of Saint Mary Academy Bay View

Friends of Mike Marcello, Scituate, Rhode Island

Campaign Manager for State Representative Michael Marcello

- Assist in planning and executing strategy
- Coordinate campaign operations including; canvassing, fundraising and advertising
- Identify potential supporters
- Recruit, train and manage volunteers

United States Tennis Association, New York, New York

Corporate Hospitality Coordinator

- Served as liaison with corporate sponsors of the U.S. Open including; CBS Sports, Clairol, IBM, Merrill Lynch, Tiffany & Company and Wilson
- Coordinated a minimum of 20 sponsor events daily including; selection of site, caterer, linen, flowers, entertainment and design
- Assisted in the planning and execution of annual USTA Gala for 1000 guests
- Managed hotel and transportation arrangements for sponsors

International Tennis Hall of Fame, Newport, Rhode Island

Tournament Manager and Special Events Assistant

- Assisted with the execution, management, sales and marketing of the Miller Lite Hall of Fame Tennis Championships, Virginia Slims of Newport, Volvo Tennis Hall of Fame Championships and Davis Cup Newport
- Executed sponsor agreements, developed sponsor packages and served as liaison with sponsors including; Citizens Bank, Philip Morris USA, Volvo North America, Penn and Ann Taylor
- Assisted with the coordination of special events including; opening night of the JVC Jazz Festival and the Black Ships Festival Sumo Wrestling Tournament
- Interviewed, hired, trained and managed temporary personnel and interns
- Recruited, trained and managed volunteers
- Created printed material including programs, brochures and invitations

International Tennis Hall of Fame, Newport, Rhode Island

Hospitality Coordinator

- Managed private housing, hotel and transportation arrangements for players, sponsors and committee members of the Tennis Hall of Fame
- Coordinated corporate hospitality events including; draw party, Hall of Fame welcome dinner and enshrinement luncheon
- Developed and coordinated events for players during tournaments including; golf outings, boat tours, and pro-am tennis events

International Tennis Hall of Fame, Newport Rhode Island

Transportation Coordinator

- Coordinated transportation for players, officials and sponsors of the Campbell's Hall of Fame Tennis Championships and guests of Hall of Fame Induction Weekend
- Scheduled and managed volunteers and vehicles

Monmouth College, West Long Branch, New Jersey

Development Assistant

- Assisted in the development of unique special events to raise money for the athletic department including; half-time entertainment, golf tournament and annual road race
- Managed ticket, program, clothing and refreshment sales at athletic events
- Recruited athletes to assist in raising money through alumni phone-a-thons

ADMINISTRATIVE EXPERIENCE

Country Baby Children's Boutique, North Scituate, Rhode Island

Sole Proprietor

- Owned and operated successful clothing store
- Executed purchasing, store design, sales and bookkeeping

Rhode Island Supreme Court Disciplinary Board, Providence, Rhode Island

Administrative Assistant to the Chief Disciplinary Counsel

- Processed disciplinary complaints filed against Rhode Island attorneys
- Handled confidential information regarding investigations and court proceedings
- Interfaced with members of the Rhode Island Bench and Bar

ORGANIZATIONS

- Founder and Past President, North Scituate Village Business Association
- Vice Chairperson, Anchor of Hope Fund, Diocese of Providence
- Co-Chair, Manhattan at the Bay, St. Mary Academy Bay View

EDUCATION

Monmouth University, West Long Branch, New Jersey
Bachelor of Arts in Communication