

Rachelle A. Webster

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Dedicated event manager with over five years experience in event planning and fifteen years experience in customer service.

SKILLS

- Prioritizes and balances multiple responsibilities successfully
- Highly organized, pays close attention to detail
- Level-headed under pressure; promptly resolves problems
- Effective verbal and written communicator; bilingual in English and Spanish
- Proficient in Microsoft Office Suite and Outlook; quickly learns new programs

MAJOR ACHIEVEMENTS

- Successfully generated over \$1,000,000 worth of wedding revenue at Abernethy Center
- Planned on-site group tastings, recently soliciting the highest value donations from vendors in Abernethy Center company history
- In one year solely planned and executed 8 high-profile, week-long recruitment events and 28 week-long art workshops for over 700 participants at The Savannah College of Art and Design

EXPERIENCE

Assistant Director of Admissions, Art Institute of Portland, Portland, OR, Oct 2010 - present
Recruitment and sales

- Contact and recruit prospective students
- Conduct admissions interviews and tour students through campus
- Assist students and parents through the admission process

Sales and Event Coordinator, Abernethy Center, Oregon City, OR, Aug 2008 - Oct 2010
Event coordination and sales

- Planned more than 100 weddings and 65 corporate events
- Briefed vendors, catering and event staff on upcoming events
- Developed event time-lines, site layouts and catering menus
- Increased wedding bookings by 75 percent; books at least 35 percent of all inquiries
- Negotiated and executed event contracts; invoiced clients and process payments
- Developed Excel spreadsheets to track sales goals and progress

Recruitment Manager, Savannah College of Art and Design, Savannah, GA, Nov 2006 - June 2008
Event planning and implementation

- Solely planned and executed 16 high profile, week-long events, formal dinners and meetings
- Coordinated event staffing; main point of contact for all guests, staff and faculty
- Scheduled faculty and classroom assignments for 55 week-long art workshops
- Ordered, inventoried and arranged distribution of all art supplies for 700 participants
- Developed class rosters and registered over 700 participants in workshops
- Contracted and worked closely with vendors; paid bills and assembled reports of expenses
- Arranged transportation for airport pickups, daily workshops and outside activities

College Visitation Coordinator, Savannah College of Art and Design, Savannah, GA, Oct 2005 - Nov 2006
Event coordination and administrative support

- Promoted to higher position within one year
- Developed a detailed system for processing over 600 applications and payments for three different summer art programs; input data into computer and maintained paper files
- Acted as main point of contact for prospective students and parents

Volunteer, Harvesting In Spanish, Santiago Texacuangos, El Salvador, Sept 2005 - May 2005

- Lived and cared for children at orphanage, ages 2 months - 18 years
- Taught English as a second language
- Worked in office soliciting donations and raising support for children
- Re-wrote volunteer training manual

EDUCATION

Bachelor of Arts in Spanish, Western Washington University, Bellingham, WA, 2002