

ALICIA SHAW



702-250-1812



alicia.shaw55@gmail.com



3090 Ripe Peak Lane
Henderson, NV 89044

SKILLS

Attention to Detail

Excellent Communicator

Effective Time Management

Knowledgeable and Adaptable

Helpful, Friendly, and Professional

Influential Sales Techniques

TECHNICAL SKILLS

Sales Force

Delphi

POS Systems

Keynote

MS Word

MS Excel

MS PowerPoint

REFERENCES

Denise Parker
813-362-3249

Larry Hartman
702-497-1109

Steve Sagan
609-334-9037

PROFESSIONAL PROFILE

I am a very professional and dedicated individual. I have excellent written and verbal communication skills. I have also gained exceptional interpersonal skills working with people for over a decade. I have several years of event planning experience and years of working in a fast pace environment. I am organized and flexible to ensure every expectation of me is exceeded. I am an asset to any team I join and look forward to a successful future with you.

EXPERIENCE

Volunteer, Committee Lead with Department of Family Services- October 2020-Present

I am committee lead in running the Give Joy Toy Drive for Children in Foster Care in the Las Vegas Area. Building relationships with businesses in the Clark County to ensure every child in the foster care receive a Christmas. The entire experience cultivates the lives of everyone involved and is extremely beneficial to our community. I take every opportunity I get to advocate for this amazing event for our children in the community.

Sales Coordinator, Penn Gaming - Tropicana Las Vegas - October 2017- 2018

Input new inquiries daily to Delphi and follow up with client for prospect booking.

I write up proposals, contracts, and menus for clients for all large parties in restaurants and ballrooms. I work closely with clients to finalize all final details and create the BEO for events booked. Day of events I am onsite to greet client, execute the event, and provide excellent customer service to exceed the customers' experience.

Cocktail Waitress, Flamingo Go Pool - March 2016 - October 2017

Greet, serve, and enrich guest experiences while they invest their time at our establishment. I work with a diverse group of people including the general public, celebrities, athletes, and prominent business executives on a daily basis. I carefully manage my time to maintain positive relationships with all of our clientele and consistently exceed sales goals.

Head of Department, Ever After - November 2015- March 2016

Responsible for achieving sales goals and balancing the overall department budget. I regularly worked with the sales management team to plan and implement short, mid, and long-term sales strategies. I handled all training and sales needs and oversaw all events. I also received positive feedback from event attendees, vendors, and team members on a consistent basis.

Wedding Planner and Coordinator, Ever After— September 2014 - November 2015

Build rapport with our customers and work closely with them to organize and book the venues and services they need. I consistently improved sales figures while ensuring the customer had a favorable experience. I also learned how to effectively negotiate with third party vendors to secure the best possible outcome for all parties involved. On the day of each ceremony, I managed every activity closely to provide a smooth, seamless event.