

Sarah Katherine (Katie) Boyle
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EDUCATION

Georgia Southern University, Statesboro, GA (Graduation December 2020)

- Bachelor of Business Administration in Hospitality Management
- Minor in Business Management

RELEVANT WORK EXPERIENCE

Event Coordinator Intern, Parker College of Business (September 2019-March 2020)

- Assisted in planning and execution of more than 20 College events for 20-2000 guests
- Managed master event schedule
- Collaborated with cross-functional teams including marketing and catering to accomplish event objectives
- Assisted with event marketing, material design, and promotional distribution
- Prepared promotional bags for guest lecturers and student groups
- Sourced promotional coupons/items from local vendors
- Coordinated the distribution of promotional materials and event registration information to all Parker College students
- Recruited and managed 30 event volunteers
- Conducted weekly event supply and promotional inventory
- Assisted Event Coordinator with all college and university events
- Filed foundation money requests, all purchase receipts, catering records, and PCard requests
- Assisted Event Coordinator with day-of management for more than 20 College and University events
- Represented Parker College of Business at community events
- Served as liaison between alumni, keynote speakers, and University leadership
- Directly addressed and escalated event attendee concerns
- Managed outside event vendors

Food and Wine attendant (James Beard Dinner), VIP Area hostess (Savannah Food and Wine Festival) (2019)

- Answered food and beverage menu questions
- Recommended local attractions to out of town guests
- Provided information to festival guests in an energetic and timely manner
- Assisted sommeliers at the VIP tent
- Assisted with set up, execution, and take down of a six course black tie dinner

SKILLS AND CERTIFICATIONS

- Marketing- Stukent™ Certified-course focused on digital marketing, targeted ads, and search engine analytics
- Service structure- created Service Blueprint for Sea Island Resort
- Microsoft Office- completed Advanced Business Applications course with a focus in Microsoft Excel and Microsoft Access