

# Hawley Vining

920 5<sup>th</sup> St. Berthoud CO 80513

970-624-7591, hawleyvining@hotmail.com

## Profile

---

- Energetic experienced event planner that works effectively under pressure and thrives on providing customer service.
- Driven, detailed orientated individual who brings creativity, integrity, passion and commitment to all responsibilities.
- Excellent people skills- highly adept at establishing and maintaining positive and productive relationships in a wide variety of settings such as client servicing, volunteer recruitment and staff interaction.
- Highly organized, excellent time management skills, planning, coordinating and communication skills.
- Creative decision making capabilities for problems and obstacles during event management, and group collaboration.

## Professional Experience

---

Contract Negotiation	Accounts Receivable	Multi-Tasting	Media Relations
Client Relations	Employees Schedules	Project Management	Handbook Production
Creating BEO's	Sales / Marketing	Web Site Maintenance	Volunteer Management
Data Base Management	Networking	Event Logistics	Daily & Labor Reports

## Work History

---

### Owner of Wedding & Event Management Company

Vining Events, Berthoud, CO

05/12 – present

- *Fundraiser Coordinator for the Berthoud Bash:* The Bash is an annual fundraiser where we raise over \$120,000 for the schools in Berthoud. Responsibilities include: securing vendors, volunteer coordinating, marketing, donation procurement, executing silent and live auctions, creative theme design, communication between five schools, on site night of event execution, post event wrap up.
- *Wedding Coordinator:* Coordinate weddings ranging in the size from 50-200 guests. Point person for consultation, vendor recommendations & contract negotiations, menu planning, timelines, budgeting, gift baskets, party favors, table numbers, and centerpieces. Go to person wedding weekend including rehearsal dinner, ceremony, reception, and post brunch. Weekend activity arrangements and guest travel itinerary.
- *Alumni Reunion Coordinator for Steamboat Mountain School:* To give back to my school, I took on the role of planning and coordinating the annual alumni reunion for a couple of years. I handled from start to finish: marketing, mailings, social postings, RSVP, dorm lodging, catering, payments, and memorabilia.
- *MOPS / The Village (Mom's Group):* I started a moms group in Berthoud, CO. Coordinate and plan the marketing, meeting themes, crafts, and discussion. Handle membership fees, MOPPETS workers payment, and communication between MOPS international, MOPPETS Coordinator, and the Berthoud United Methodist Church.
- *Flood Volunteer Coordinator:* After the Colorado floods in 2013, I wanted to find a way to help. It was difficult to volunteer in the field because of the age of my family. I took a role through my church to arrange volunteer projects and housing details for out of town volunteers.
- *First Wednesdays:* To offset the economic struggles in the small town of Sheridan Oregon, I helped create First Wednesday. Each month we bring the businesses together and offer activities for the local families. Some theme examples are: chili cook offs, wine & beer tastings, scavenger hunts, live music, doggy/pet parade & vendor booths.

## Hawley Vining

920 5<sup>th</sup> St. Berthoud CO 80513

970-624-7591, hawleyvining@hotmail.com

### **Catering Coordinator**

*Wild Pear Restaurant and Catering, Salem, OR*

*04/08-05/12*

Primary contact for all catering events in a high paced establishment. Required to provide the highest quality customer service and run the daily operations of the catering department. Job duties include but not limited to booking events, working events, meeting with clients, billing and collections, answering phones, menu proposals and ordering inventory supplies.

### **Sales and Event Coordinator**

*Kingstad Center, Beaverton, OR*

*01/06-11/07*

Primary contact for clients hosting events at the Kingstad Center, a 26, 450 sq. ft. convention center with 10 meeting rooms. Responsibilities include achieving sales in excess of \$1 million, coordinating venue meeting and banquet logistics from catering to room and A/V equipment set ups, managing staff to execute events to client's wishes, preparing all correspondences including proposals, contract, banquet event order forms, and invoices, designing room layouts.

### **Assistant Registration Director**

*RunVermont, Burlington, VT*

*09/04-10-05*

Assistant Registration Director for Vermont's largest sporting event, the KeyBank Vermont City Marathon, a non-profit organization with an annual budget of over \$500,000. 7,000 runners and 30,000 spectators. Responsibilities included runner registration and participate services. Project Manager of the Media Guide and Confirmation Magazine, volunteer management and management of the registration process during Race Weekend.

### **Cruise and Catering Coordinator and Operations Assistant Manager**

*Lake Champlain Cruises, Burlington, VT*

*05/03-10-05*

Produced a variety of events that ranged in size from 10 to 350 people and budgets up to \$40,000. Responsibilities included client relations, event planning, managing catering staff and yearly operations.

### **Qualifications & Education**

---

*Champlain College, Burlington, VT*

- Bachelor's Degree in Business
- Associate's Degree in Tourism & Event Management

*Illinois State University, IL*

- Study Abroad Program – Salzburg, Austria. Lived with a host family, traveled to 11 Countries in 4 months.

*Steamboat Mountain School (formally Lowell Whiteman School), Steamboat Springs, CO*

- GIS Program – Global Immersion Studies Program (formally called Foreign Trip) In 4 years, traveled to 9 countries on 3 continents.
- Outdoor Program – Numerous trips through Colorado and Utah

*Computer Knowledge*

- Microsoft Office, PageMaker, Race Director, Caterease

*Extensive Foreign Travel Experience*

- Total of 24 Countries on 4 Continents

### **Interests**

---

*Hanging With My Family Doing All Things Awesome: Skiing/Snowboarding – Traveling – Camping – Mountain Biking – Hiking – Kickball – Green Bay Packers – Board Games – Obstacle Races – Community Service – Boy Scouts – Exploring the Great Outdoors*