

# Whitney Constable

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## Education

### Temple University

Expected Graduation: May 2024

School of Sport, Tourism and Hospitality Management

Bachelor of Science, Event and Entertainment Management

Concentration in Tourism & Hospitality, Minor in General Business Studies

## Professional Experience

### PHS Philadelphia Flower Show

Philadelphia, PA

*Marketplace Intern*

January 2024 – April 2024

- Facilitated the onboarding and oversight of 240+ vendors for the 2024 Flower Show
- Managed a range of administrative duties including contracts and licensing
- Assisted with load-in and load-out and served as a primary liaison for addressing vendor concerns
- Provided on-site support for the duration of the 250,000-attendee show as well as special events

### Bolton Mansion Murder Mystery Dinner

Levittown, PA

*Event Lead*

January 2023 – November 2023

- Lead a team of 5 in planning a 360-guest event to fundraise money for the restoration of a historical building
- Formulated a comprehensive budget and managed substantial funds provided by sponsors and donors
- Created an operational plan and promotional materials, handled ticketing, devised safety/risk strategies

### Welcome America, Inc.

Philadelphia, PA

*Sponsorships & Partnerships Intern*

May 2023 - August 2023

- Assisted with drafting pitches for potential sponsors of the Wawa Welcome America July 4<sup>th</sup> Festival
- Conducted sponsorship fulfillment and create recap presentations for 30+ sponsors
- On-site sponsorship logistics support during festival

### University of Pennsylvania

Philadelphia, PA

*Event Operations and Administration Intern*

January 2023 – May 2023

- Created and distributed promotional marketing materials through social media and email
- Performed administrative duties like maintaining RSVP lists and coordinating catering or rentals
- Prepared event briefs, assisted in gift agreement creation and execution, and processed payments
- Staffed Penn Champion Club events

### STHM Career Fair

Philadelphia, PA

*Operations Team*

August 2022 – November 2022

- Created and managed the STHM Career Fair with an attendance of 200+ students and 40+ employers
- Assisted with all operational tasks including an operational plan, day-of schedule, and job tasks
- Coordinated day-of plans with vendors including Cherry and White Catering

## Involvements

- Marketing, Event & Social Chair for Tourism & Hospitality Student Professional Organization
- Member of the Event Planning Association, Entrepreneurial Student Association

## Certifications/Trainings

- Social Tables Certification
- Marketing Cloud & Sales Force
- American Hotel and Lodging Association Human Trafficking Training