

CLAIRE THRASHER

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2631 Hilliard Place Dr. | Hilliard, OH 43026

SKILLS

Proactivity & Planning
Leadership & Delegation
Visual, Written, and Verbal Communication
Microsoft Applications
Adobe In-Design and Photoshop
Social Media Platforms

INTERESTS

Branding & Consumer Research
Creative Collaboration & Design
Operations Management
Revenue Management
Event Management

CVT

EDUCATION

I earned a Bachelor of Science degree in Hospitality Management at The Ohio State University from the College of Education and Human Ecology, Department of Consumer Sciences while earning a Minor Degree in Dance from the College of Arts & Sciences, Department of Dance.

PROFESSIONAL EXPERIENCE

Assistant Front Office Manager

Hotel LeVeque, Autograph Collection (First Hospitality) | Columbus, OH | July 2020 – Present

This leadership role focuses on creation and implementation of policies to maximize hotel revenue and guest satisfaction in a successful balance. In this position, I am widely responsible for training our new team members. Upon accepting this role, I was responsible for creating associate training plans and documents to support this. My responsibilities also include tracking department compliance with Marriott brand standards and implementing changes as needed.

Administrative Assistant & Resident Liaison

Oxford Rental Company | Columbus, OH | August 2018 – July 2020

In this role, I communicated tenant feedback to the leasing office and assisted with tenant billing. While daily administrative tasks included scheduling and conducting unit tours, facilitating lease signings, and internal data management, my biggest accomplishment was developing resources and training for future associates in the role.

Culinary Lab Internship

Ohio Union Instructional Kitchen at The Ohio State University | Columbus, OH | August 2019 – March 2020

My responsibilities in this internship included scheduling our prep team, delegating tasks according to team member strengths, and evaluating success of each event for further improvement. In efforts of succession planning, I conducted interviews for prospective new team members, coordinated new hire trainings schedules, and streamlined training documents and daily checklists and SOPs.

Conference Assistant

Summer Conference Housing at The Ohio State University | Columbus, OH | May – July 2018

In this position, I coordinated housing arrangements for conference guests staying at Ohio State University's campus during the summer months. As guests arrived, I facilitated check-ins and managed guest requests. After each conference, I evaluated the success of guest housing accommodations.

Administrative & Marketing Assistant

College Planning Alliance | Mansfield, OH | May - July 2017

In this assistance role, I edited website journalism and layout to better suit customer navigation and streamline communication. I also created study plans for high school students preparing to take the ACT & SAT.

Marketing Intern

Schmidt Security Pro Mansfield, OH | May - July 2016

In this internship, I co-designed and edited the brand website, creating informative product articles and brochures. I also cooperatively designed a logo and social media promotions for the brand's 40th anniversary campaign. In addition, I was selected to attend outreach events to assist in promoting featured products.