

ANNIE MEEHAN
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EDUCATION

Temple University

School of Sport, Tourism and Hospitality Management
Bachelor of Science, Event and Entertainment Management

Philadelphia, PA
Expected Graduation: May 2025
GPA: 3.5

EXPERIENCE

The Pennsylvania Horticultural Society

Philadelphia Flower Show Operations Intern

Philadelphia, PA
January 2025 – April 2025

- Managed VIP judges' experience, welcome dinner, and gifting as well as awards process and upkeep.
- Provided operational support in load-in/ load-out processes and Show staff logistics.
- Assisted the event and engagement team with private event setup and breakdown during the Show.
- Maintained budgets and conducted data analysis to improve operational efficiency.

Moshulu – The Deck

Bridal Attendant/ Banquet Server

Philadelphia, PA
October 2023 – November 2024

- Set up and break down bridal suites and multiple event spaces.
- Provided personalized services to the marrying couple and their corresponding wedding parties.
- Assisted the Wedding Coordinator in managing wedding parties and executing timelines.
- Collaborate with the banquet team to reset the venue for future events.

Historic Philadelphia, Inc.

Sponsorship/ Development Intern

Philadelphia, PA
February 2023 – July 2024

- Orchestrated auction items and bidding website for *An Evening in Franklin Square* annual fundraiser.
- Coordinated with volunteers for sponsored activations at *The Philadelphia Chinese Lantern Festival*.
- Fostered relationships with sponsors and donors.
- Assisted with administrative tasks in office.

Temple University Opera Theater

Assistant Stage Manager

Philadelphia, PA
December 2023 – April 2024

- Assisted the Stage Manager in coordinating daily operations to produce *Ariodante*.
- Developed daily call sheets, rehearsal schedules, performance logs, production notes, and props list.
- Maintained detailed records and communicated with cast, crew, and production about updates.
- Assisted in the setup and storage of technical elements including lighting, sound, and set changes.

Mitzvah Circle

Event Coordinator/ Marketing Intern

Norristown, PA
August 2023 – December 2023

- Assisted Event Coordinator in planning and executing fundraising events.
- Engaged with local businesses to obtain event sponsorships and donations.
- Created and distributed promotional materials, such as newsletters, brochures, and social media.
- Managed and led volunteer teams in donation-packing warehouse.

AFFILIATIONS

- Events Coordinator/ Social Media Chair of Temple University Nutrition Club April 2023 – May 2025
- Events Coordinator of Temple University Chapter of Girl Gains Lifting Club. February 2023 – May 2024

SKILLS

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Teams, Outlook), Google Workspace (Drive, Sheets, Docs, Draw, Slides), Canva, Toast, Square, Dolce Teamwork, Canvas, Homebase, and OneCause.
- Strong organization, planning, leadership, and communication skills (written and verbal).
- Ability to handle heavy lifting and manage physical tasks.
- Experienced in event coordination, customer service, operations, and volunteer management.

CERTIFICATIONS

- Certification in OSHA 10 May 2024