

Theresa Ann Smith
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Offering a friendly, loyal, and clearly dedicated individual with ambition to succeed in any environment and extensive experience in the events planning industry. I love to learn and am up to a challenge whatever the situation. I get along very well with others. While a self-starter and motivator, I can work efficiently on my own.

Work Experience:

Oct. 2008 – Present

- Regional Manager for HelmsBriscoe (Columbus, Ohio)

I research and find Hotels, Resorts, etc to fit our client's need. I specialize in assisting meeting planners and committees as I negotiate with the choose hotels for events of all sizes. I do all the administration work to save time and money by helping find the perfect venue. I research sites, negotiate rates and contract terms on the clients behalf.

Sept. 2007-Sept. 2008

- Sales Manager for Delivery Division for Made From Scratch (Plain City, Ohio)

I provided scheduling of delivery drivers on a daily schedule and communicated with the kitchen on new orders placed within a 48-hour window. I assisted clients with their weekly orders and worked with a database of 1200 contacts for the delivery division. I was the liaison of 7 local Chamber offices to build a closer rapport with them. I scheduled presentations with clients to showcase all our services at Made From Scratch. I assisted with sales and marketing for the delivery division as well as all other 7 divisions within our organization and developed a client survey to be sent to each client after ordering was complete to assure their satisfaction.

Apr. 2005-Oct. 2007

- Director of Service for Made From Scratch (Plain City, Ohio)

I was in charge as a staffing coordinator. I scheduled a staff of 120 or more for the execution of 4500 parties per year. I was building the diagrams, buffet set- ups, BIO sheets, directions and event details for each event. I had to hire, train and maintaining the staff and the direction in which the staff was to go within that year. I went to events as coordinator when the event planners were unavailable. I worked in writing weekly detailed reports on each party held each week to see any problems that may have occurred and to talked with each person involved as to the corrective action to be taken. I built a full detail information sheet for the event planners of over 180 locations of Venues for them to use to showcase an event, so they could assist the client to find the best location for their event.

Apr. 2003-Apr. 2005

- Concierge for Gold Key Concierge –Owner (Columbus, Ohio)

Gold Key Concierge Services provides and markets personal shoppers, errand services, ticket procurement, address and mail correspondences, travel arrangements, referral services, date reminders, etc. Within Gold Key Concierge Services I was involved in sales and marketing, was the HR Director, and [CFO](#).

Jan. 1997-Apr. 2003

- Noir Et Blanc Services - Owner and CEO (Columbus, Ohio)

I was the CEO and was responsible for hiring, training new staff members, maintain schedules, sales and marketing, and HR Director. We specialized in working with caterers and hotels for banquet staffing needs.

Jan. 1980-Jan. 1997

- Make-Up Artistry as self-employed (Columbus, Ohio)

I worked as a make-up stylist and photo stylist within the modeling industry, and with freelance photographers in the Columbus, Cincinnati, Chicago, and Indianapolis areas. With those experiences I became the agency director within the Columbus area. A Sample are Dirk Stevens Photographer, Perry Wolfe Photographer, Active Image, McGraw-Hill, Seagrams.

Special Awards and Merits:

- "Outstanding Modeling Instructor Award" in 1994. leadership, poise and charm as Instructor and Agency Director.
- "Small Business of the Year" in 1999 granted by the Gahanna Area Chamber of Commerce
- Board of Director of Gahanna Chamber of Commerce 01/01/00-01/01/05
- "Outstanding Female Executive" in 2000 form the Elite Who's Who for my leading abilities to Achieve Excellence
- Nominated for "Business Woman of the Year Award" in 2003 for the City of Columbus, Ohio
- "Involved Stakeholder of the Month" for April 2008 by Westerville Chamber of Commerce

Education:

1979 A Graduate of Beechcroft High School with a general degree in Columbus, Ohio
1979 Received my Certification as a Medical Assistant at Fort Hayes Columbus, Ohio