

Balany

include hard #s of people served -

Cover letter

Dear Hiring Committee,

They value:

STEPHANIE M. GRAY

215 South Tate Street, Apt. 4
Greensboro, NC 27403
smgray3@uncg.edu
(336) 314-0752

Smaller

Event mgmt

org details
timing
creativity

OBJECTIVE

To consistently strive to better your organization through my experience, education, hard work and loyalty to your mission.

make

EDUCATION

bigger section

University of North Carolina at Greensboro
Bachelor of Arts in Recreation and Parks Management
Concentration in Commercial Recreation
Minor in Business Administration, expected 2010
GPA: 3.62

date remember

RELEVANT COURSEWORK

- ~~Coursework~~
- Special Event Management- Recreation and Parks Management**
Learned how to effectively and efficiently communicate with vendors and other classmates in the management of a special event.
 - Meeting and Event Planning- Recreation and Parks Management**
Planned and implemented a large-scale event working with organizations and students on the Human Resources Committee.
 - ~~Selling Sales Mgt~~
 - ~~Business Communications- Management~~
Learned transferable skills like teamwork, effective business writing methods and public speaking.

DO I need dates here? Spring 2010

Fall 2009

Spring 2009

EXPERIENCE

- Grassroots Productions Limited- Greensboro, NC ^{90,000 ppl.}
Event Management Intern (^{#s of ppl attending})
 - Worked alongside the United Arts Council of Greensboro and the Greensboro Urban Ministry in the planning and development of the Fun Fourth Festival's charity "Art Can!" project
 - Promoted and marketed Fun Fourth to downtown and surrounding areas
 - Efficiently compiled and managed important mailings
 - Created inventive and fun children's crafts for 3 events
 - Answered telephone calls, solicited donations, ~~and ran company errands~~ and

Summer 2010

no italics (no power)

River Landing at Sandy Ridge- Colfax, NC

Activities Director Intern

- Assisted in planning, organizing and implementing community-wide events (^{#s of residents}) ^{wording?}
- Researched, planned, and lead residents on day-trips to various places in North Carolina. ^{regions}
- Provided hospitality and companionship to older adult residents

Professor Dianne Garrett- UNCG Bryan School of Business
^{Feedback, mentoring peers in their work}

Fall 2009- Present

Business Communications Teaching Assistant

- High-level learning through facilitating the education of Management students

Leadership + Membership

nannying
Teaching Assistant
PTH club

wording
How was this
Leadership?

less space power

keep this to events
ADD other events

They look @ 1st & last bullet, think do where eye goes.

Separate

Avril Frick- Greensboro, NC

March 2009

Wedding Coordinator

- Coordinated 300-guest wedding
 - Assisted with all day-of planning and organizing
- Trouble-Shooting*

Child Care Provider- Greensboro, NC

Nanny

- Exceptional care for up to 8 children at a time
- Work for over 10 families

July 2007 - Present
Leadership

MOVE to center

EVENT EXPERIENCE

location

Fun Fourth Festival 2010- Grassroots Productions Ltd.

Boo Bash 2009- Greensboro Natural Science Center

Festival of Lights 2009- Grassroots Productions Ltd

Red Wolf Awareness Day 2009- North Carolina Zoo

Ghoulash 2008- Greensboro Youth Council

~~Greensboro, NC~~

~~Greensboro, NC~~

~~Greensboro, NC~~

~~Ashboro, NC~~

~~Greensboro, NC~~

not necessary

LEADERSHIP & MEMBERSHIPS

Separate

Chair

~~Member~~, UNCG Recreation, Tourism, and Hospitality Club

Recruitment Committee Chair- organized innovative recruitment techniques to bring new members and generate interest in club activities.

Community Outreach Committee

Volunteer

what deserves more words?

Member, NCRPA- North Carolina Recreation and Parks Association

SKILLS

- ✓ Advanced skills in Microsoft Word, Power Point and Excel
- ✓ Proficient in conversational Spanish

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Minor in Business Administration, expected 2010
 GPA: 3.62
- RELEVANT COURSEWORK**
- Special Event Management- Recreation and Parks Management** *Spring 2010*
 Learned how to effectively and efficiently communicate with vendors and other classmates in the management of a special event.
- Meeting and Event Planning- Recreation and Parks Management** *Fall 2009*
 Planned and implemented a large-scale event working with organizations and students on the Human Resources Committee.
- Business Communications- Management** *Spring 2009*
 Learned transferable skills like teamwork, effective business writing methods and public speaking.
- EXPERIENCE**
- Grassroots Productions Limited- Greensboro, NC *Summer 2010*
Event Management Intern
- Worked alongside the United Arts Council of Greensboro and the Greensboro Urban Ministry in the planning and development of the Fun Fourth Festival's charity "Art Can!" project
 - Promoted and marketed Fun Fourth to downtown and surrounding areas
 - Efficiently compiled and managed important mailings
 - Created inventive and fun children's crafts for 3 events
 - Answered telephone calls, solicited donations, and ran company errands
- River Landing at Sandy Ridge- Colfax, NC *Summer 2009*
Activities Director Intern
- Assisted in planning, organizing and implementing community-wide events
 - Researched, planned, and lead residents on day-trips to various places in North Carolina.
 - Provided hospitality and companionship to older adult residents
- Professor Dianne Garrett- UNCG Bryan School of Business *Fall 2009- Present*
Business Communications Teaching Assistant
- High-level learning through facilitating the education of Management students

Avril Frick- Greensboro, NC

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- Boo Bash 2009-** Greensboro Natural Science Center
- Festival of Lights 2009-** Grassroots Productions Ltd
- Red Wolf Awareness Day 2009-** North Carolina Zoo
- Ghoulash 2008-** Greensboro Youth Council

- Greensboro, NC*
- Greensboro, NC*
- Greensboro, NC*
- Asheboro, NC*
- Greensboro, NC*

LEADERSHIP & MEMBERSHIPS

Member, **UNCG Recreation, Tourism, and Hospitality Club**
Recruitment Committee Chair- organized innovative recruitment techniques to bring new members and generate interest in club activities.
Community Outreach Committee

Member, **NCRPA- North Carolina Recreation and Parks Association**

SKILLS

Advanced skills in Microsoft Word, Power Point and Excel
 Proficient in conversational Spanish

STEPHANIE M. GRAY

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EDUCATION	University of North Carolina at Greensboro	
	Bachelor of Arts in Recreation and Parks Management	
	Concentration in Commercial Recreation, expected 2010	
	Minor in Business Administration	
	GPA: 3.62	
RELEVANT COURSEWORK	Recreation and Parks Management-Program Planning	<i>Fall 2008</i>
	Helped Greensboro Youth Council plan and execute Ghoulish, an annual children's Halloween event held in downtown Greensboro.	
	Management- Business Communications	<i>Spring 2009</i>
	Learning transferable skills like teamwork, effective business communication methods and public speaking.	
EXPERIENCE	Avril Frick, Greensboro, NC	<i>Spring 2009</i>
	Wedding Planner	
	<ul style="list-style-type: none"> • Coordinating wedding for up to 300 guests • Assisting with entire day-of operations and planning 	
	Child Care Provider, Greensboro, NC	<i>2007 – Present</i>
	Nanny	
	<ul style="list-style-type: none"> • Care for over 10 families' children 	
	Greensboro Country Club, Greensboro, NC	<i>2007 – 2008</i>
	Food Service Provider	
	<ul style="list-style-type: none"> • Provided hospitality and food service to members in family dining room and snack bar during pool season 	
	River Landing at Sandy Ridge, Colfax, NC	<i>2004 – 2005</i>
	<ul style="list-style-type: none"> • Hostessed in dining room • Provided companionship to elderly residents • Assisted in the organization of community events 	
SKILLS	Advanced skills in Microsoft Word, Power Point and Excel	
	Proficient in conversational Spanish	
REFERENCES	Contact information available upon request	
	<ul style="list-style-type: none"> • Kevin Jones, Manager • Laurel Gillespie, Manager • Kathryn Gesse, Manager 	

Avril Frick- Greensboro, NC

March 2009

Wedding Coordinator

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- Assisted with all day-of planning and organizing

Child Care Provider- Greensboro, NC

July 2007 – Present

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EVENT EXPERIENCE

Fun Fourth Festival 2010- Grassroots Productions Ltd.

Greensboro, NC

Boo Bash 2009- Greensboro Natural Science Center

Greensboro, NC

Festival of Lights 2009- Grassroots Productions Ltd

Greensboro, NC

Red Wolf Awareness Day 2009- North Carolina Zoo

Asheboro, NC

Ghoulash 2008- Greensboro Youth Council

Greensboro, NC

LEADERSHIP & MEMBERSHIPS

Member, **UNCG Recreation, Tourism, and Hospitality Club**

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EXPERIENCE

Avril Frick, Greensboro, NC *Present*
Wedding Planner
• Coordinating wedding for up to 300 guests
• Assisting with all day-of planning and organizing

Child Care Provider, Greensboro, NC *2007 – Present*
Nanny
• Care for over 10 families

Greensboro Country Club, Greensboro, NC *2007 – 2008*
Food Service Provider
• Provided hospitality and food service to members in family dining room and snack bar during pool season

River Landing at Sandy Ridge, Colfax, NC *2004 – 2005*
• Hostessed in dining room
• Provided companionship to residents
• Assisted in the organization of community events

RELEVANT COURSEWORK

Recreation and Parks Management *Fall 2008*
Program Planning
Helped plan and execute Ghoulash, an annual children's Halloween event held in downtown Greensboro

SKILLS

Proficient in Microsoft Word, Power Point and Excel

REFERENCES

Contact information available upon request
• Joel Gillespie, pastor
• Jeff and Angela Jackman, friends of family
• Leslye Tuck, employer
• Kathryn Gesse, employer

Stephanie Gray

Northwest High School 06

UNCG – expected 10

Major: Recreation and Parks Management

Concentration in: Commercial and Event Management

Minor: Business

Greensboro Country Club (May 2007-February 2008)

- food service and hospitality to members in the family dining room and snack bar during the pool season.

Professional Nanny and Babysitter(July 2007- present)

- provide extraordinary care to children ages 0 to 14 for over 10 families in the Greensboro area

Got Sun? (January 2006- August 2006)

- salon tech/certified tanning operator/retail sales/awards won for highest monthly sales

River Landing at Sandy Ridge: A Retirement Community (January 2004- April 2005)

- hostess in dining room. Provide hospitality and companionship to residents through food delivery and service.

References

Jeff Jackman/Angela Jackman

Joel Gillespie

Ashley Wall/Leslye Tuck/Kathryn Gesse

Relevant Coursework

RPM213- Program Planning

Helped plan, set-up, implement and breakdown Ghoulish, an annual children's Halloween event in downtown Greensboro, through the Greensboro Youth Council and my class at UNCG.