

KATIE CARTER

918-607-3758 kc621@att.net

EDUCATION

The University of Oklahoma

Bachelor of Arts in Project Promotion, July 2016

WORK EXPERIENCE

Front Office Supervisor, August 2016 to Present

21C Musuem Hotel, Oklahoma City, OK

Management of the musuem hotel front area, addressing urgest guest needs and running Opera, the in-depth hotel operating system

Front Desk Agent, May 2016 - August 2016

21C Musuem Hotel, Oklahoma City, OK

Welcome guests to the museum hotel, provide information about Oklahoma City and assist during all aspects of their stay

Student Recruiter, April 2013 - May 2016

The University of Oklahoma, Norman, OK

Promote the University of Oklahoma to prospective students by sharing the knowledge of campus and involvement through group presentations and interpersonal communication

Account Lead, May 2015 - May 2016

Lindsey + Asp, Norman, OK

Execute digital and creative for More Than A Dress Gala and client relations for Dress for Success Oklahoma City

PR & Media Development Intern, January 2015 - May 2016

Positive Tomorrows, Oklahoma City, OK

Responsible for help with digital media, publicizing fundraising events and working with the development team

SKILL SETS

Event Planning

Organizational Leadership

Public Speaking

Social Media Marketing

Writing

AP Style

InDesign

Microsoft Office

Prezi

Facebook

Instagram

LinkedIn

Twitter

WordPress