

# OLIVIA DALER

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## SUMMARY

- Dynamic, results-driven sales strategist driving profit through a tactical perspective.
- Experienced Event Planner with a demonstrated history of working in the events services industry.
- Skilled in Event Planning, Microsoft Excel, Customer Service, Microsoft Word, and Salesforce.

## EDUCATION

- College of Charleston**, Charleston, SC May 2021
- Bachelor of Arts in Communication
  - Minor in Hospitality and Tourism Management
- Study Abroad**, Dublin, Ireland June 2019
- Completed coursework in Events Management
- Study Abroad**, Reykjavik, Iceland May 2019
- Destination Iceland (Destination Management and Marketing)
  - Analyzed algorithms within social media, with the goal of increasing tourism in Iceland alongside international entrepreneurs, tourism suppliers, providers, marketers, and destination management organizations
  - Created original content for Instagram and Facebook for CofC Study Abroad program marketing

## EXPERIENCE

- Spoletto USA**, Charleston, SC January 2020 - Present  
*Special Events Assistant*
- Managing tasks for Development Department events including data entry, creation-distribution-tracking of event invitations, soliciting items for the annual auction, and follow-up with donors and winning bidders
  - Organizing the shipping-transport of event-related supplies
  - Communicating with vendors and placing orders for event equipment
  - Managing and recording all budgets and expenditures for events
  - Assisting in the hire of event apprentices
- South Carolina Aquarium**, Charleston, SC October 2019 - January 2020  
*Special Events Host*
- Responsible for set up, support, and execution of all events to complete event from A-Z
  - Coordinated with the Caterers, DJ, Florists, Entertainers, Servers, and Event Planners
- College of Charleston**, Charleston, SC January 2019 - Present  
*Event Chair: College of Charleston A-Capella Music Groups*
- Executed formal event for 130 guests including students and alumni of the groups
  - Allocated \$2,500 budget and presented to Student Government Association for approval
  - Planned on-campus fundraisers including tag sales and concerns, raised over \$2,000 for organization
  - Coordinated catering, venue, decorations, entertainment, and weather alternatives
- Élevé Grand Bohemian**, Charleston, SC July 2019 - Present  
*Banquet Captain*
- High volume banquet hotel continuously rated #1 for recommended banquets out of 190 Kessler Autograph Collection Hotels
  - Helped execute two 4th floor buyouts at \$30,000 each
- Cocktail Server** July 2019 - Present
- Grossed 15% of hotel revenue of a high volume, \$14 million hotel
- City Winery**, Chicago, IL June - July 2018  
*Events Internship*
- Assisted in forming a concise menu for a fully functioning winery
  - Coordinated corporate and social events at an average of \$1,225 for 35 guests at \$35 per person
  - Helped execute two major concerts for Ingrid Michaelson and Billy Ray Cyrus