

Lilly Gorelick

EDUCATION

College of Charleston, Charleston, SC *anticipated graduation May 2021*
Bachelor of Arts, Major Communications and Minor in Hospitality and Tourism
Management

CETT Hospitality School, Barcelona, Spain **September 2019 - December 2019**
International Business

SKILLS & INFORMATION

Microsoft Office: Word, PowerPoint, Google Analytics, Studio Designer, QuickBooks, AutoCAD,
Delta Delta Delta Sorority, Club for Hospitality and Tourism

EXPERIENCE

Kathleen Morris Events **Atlanta, GA**
Events Manager
May 2019 - August 2019

- Coordinated with vendors to execute events ranging from women's conferences to fundraisers for childhood illness research
- Identified cost savings by researching new vendors and negotiating with partnered vendors to remain within budget
- Assisted with brand development during the transition from wedding planner to corporate events planner

Megan Gorelick Interiors **Wilmington, DE**
Interior Design Assistant
December 2018 - August 2019

- Worked in Studio Designer to manage design projects by preparing and maintaining purchase orders and invoices for furniture, wallpaper, fabric, lighting fixtures, and accessories
- Assisted with the execution of "The Salon Room" for the 2019 Hampton Designer Showhouse by making selections, working with outside vendors, and ensuring deadlines were met
- Attended full home installations and assisted with furniture placement and accessorizing in detail
- Managed inventory and tracked outstanding orders to ensure a smooth and timely delivery procedure for each project

The Reeds at Shelter Haven **Stone Harbor, NJ**
Server
May 2018- August 2019

- Up-sold high-profit items such as appetizers and mixed drinks to enhance sales numbers
- Served and tended to the needs of more than 150 customers at the bayside resort and restaurant
- Delivered orders in timely manner and corrected all issues to ensure guest satisfaction

Yacht Club of Stone Harbor **Stone Harbor, NJ**
Marketing Intern/Sailing Instructor
June 2015 - August 2017

- Managed schedules and coordinated events for more than 200 children enrolled in sailing camp
- Provided progress reports to parents and offered additional private lessons to ensure the student's success
- Held the responsibility of teaching 20 - 30 children to sail while incorporating land activities into allotted time