

Emma Carton

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Learn more about me by visiting my LinkedIn page: <https://www.linkedin.com/in/emma-carton/>

EDUCATION

Seeking Bachelor's
Degree Marketing
with a Minor in Hospitality and Tourism
Management

College of Charleston
Expected to Graduate in May of 2018

Study Abroad
Experience Study of
Business and
Hospitality
Florence University of the Arts
August — December 2018

High School Diploma
Manasquan Highschool
May of 2016

SKILLS SET

Advertising Metrics
Customer Lifetime Value

EXPERIENCE

Event Management Intern - *Ooh Events, Charleston, SC*
April 2018 - June 2018

- Assisted the event team in coordinating, operating and executing rental agreements and weddings.
- Organized and put together numerous weddings, corporate events, rental set-ups, and floral deliveries.
- Worked on crisis management skills during events.

Administrative Assistant - *Trident Abstract Corporation, LLC, Wall, NJ*
June 2016 - July 2017

- Assisted Title Production Staff with issuance of insurance policies, review of land recordings and surveys and the loan settlement department with client matters.
- Worked closely with the Operations Manager with filing, administrative and miscellaneous office tasks.

Senior Customer Service Representative - *The Scone Pony Bake Shop, Spring Lake, NJ*
June 2012 - July 2017

- Provided excellent customer service to guests at one of "NJ's Best Bakeries".
- Responsible for taking orders, fulfilling contracts, collecting payments, answering customer inquiries, handling complaints while assisting bakers on various tasks.

AFFILIATIONS AND SERVICES

College of Charleston: Club for Hospitality and Tourism (CHAT)

- Attend and engage in weekly club meetings discussing upcoming networking events and the impacts of current local hospitality matters on students and the outside community.

Delta Delta Delta Sorority

- Served as Panhellenic Delegate. Attended weekly meetings to promote Tri Delta's agenda as well as listen and engage in other Greek Life member's upcoming events.
- Volunteered at numerous St. Jude charity events and contributed to raising thousands of dollars for the philanthropy.