

Chaselyn Williams

(843)934-0490 | www.linkedin.com/in/chaselyn-williams-66aa231b4/ | chaselyn@email.sc.edu

Education

University of South Carolina (Columbia, SC | May 2022)

Bachelor of Arts

Major: English with a Writing Concentration

Minor: Hotel, Restaurant, & Tourism Management

Graduation with Leadership Distinction in Professional & Civic Engagement

GPA: 3.785

Dean's List: Fall 2018-May 2020, President's List: Fall 2020

Experience

UNIVERSITY OF SOUTH CAROLINA

RESIDENT MENTOR (AUGUST 2019 – PRESENT)

- Directly responsible for managing, advising, and providing instruction to 12 ethnically diverse undergraduate students
- Actively facilitate and plan events on my floor and building-wide on diversity, personal development, relationships, and academic performance
- Manage administrative tasks such as room condition reports, roommate contracts, incident reports, maintenance requests, and room changes

AMBER WATSON WEDDINGS

WEDDING PLANNING INTERN AND EVENT ASSISTANT (JANUARY 2021 – PRESENT)

- Assisting in coordinating bridal consultants and guiding clients through the planning process
 - Attending various office hours throughout the week to review contracts and contact vendors
 - Assist in wedding day set up and execution of the wedding ceremony and reception
 - Responsible for sending vendor memos and acknowledgements
-

Skills

- Oral and written communication
 - Event Planning
 - Project Management
 - Organization
 - Time Management
 - Photography
 - Microsoft Office
 - Adobe Lightroom
-

Activities

UNIVERSITY OF SOUTH CAROLINA

PRESIDENT OF THE RESTAURANT & LODGING ASSOCIATION (SEPTEMBER 2019 – PRESENT)

- Plan, facilitate, and lead agendas, meetings, and events centered around the hotel industry
- Allocate duties to 4 executive board positions to reach organizational goals
- Foster an inclusive environment where every member feels included and heard through effective communication and exemplary interpersonal skills
- Establish and maintain connections with professionals and speakers within the industry