

Chaselyn Williams

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Education

UNIVERSITY OF SOUTH CAROLINA

MASTER OF INTERNATIONAL HOSPITALITY & TOURISM MANAGEMENT (MAY 2023)

UNIVERSITY OF SOUTH CAROLINA

ENGLISH, BA WITH A CONCENTRATION IN WRITING (MAY 2022)

- Minor in Hotel, Restaurant, & Tourism Management
 - Graduation with Leadership Distinction in Professional & Civic Engagement
 - **Dean's List:** Fall 2018-Spring 2022 | **President's List:** Fall 2020, Fall 2021, Spring 2022
 - **GPA:** 3.852
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Experience

UNIVERSITY OF SOUTH CAROLINA

GRADUATE ASSISTANT FOR COMMUNICATIONS AND PARTNERSHIPS (AUGUST 2022-PRESENT)

- Analyze and interpret social media analytics and report to the Assistant Director for Communications & Partnerships
- Create Press Releases for grant recipients
- Construct social media posts via Hootsuite and marketing emails for deliverables
- Database and marketing email management
- Assist with listserv management

UNIVERSITY OF SOUTH CAROLINA

CONFERENCES & CONTINUING EDUCATION INTERN (JUNE 2022-AUGUST 2022)

- Maintained proposal files and databases for all conferences
- Constructed and sent mass emails regarding pertinent proposal deadlines
- Constructed budgets and schedules for all conferences

GRAND BOHEMIAN HOTEL, CHARLESTON, SC

FRONT DESK AGENT (MAY 2021 - AUGUST 2021)

- Greeted and interacted with internal and external guests in a genuinely warm and friendly manner using professional and Kessler standard nomenclature
- Processed check-ins, check-outs, and room assignments
- Maintained the integrity of the guests' privacy, including confidentiality of personal information and key control
- Coordinated with Housekeeping to track readiness of rooms for check-in
- Ran daily reports and contingency lists. Conducted bucket checks to ensure accuracy
- Operated the telephone system, answering calls within three (3) rings, using the correct salutation and telephone etiquette
- Maintained knowledge of room types, hotel amenities and features, hours of operation, and area attractions and effectively communicated information to guests upon request

AMBER WATSON WEDDINGS

WEDDING PLANNING INTERN AND EVENT ASSISTANT (JANUARY 2021 - MAY 2021)

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

Skills

- Oral and written communication
 - Event Planning
 - Project Management
 - Organization
 - Time Management
 - Microsoft Office
 - Photography (film & digital)
 - Adobe Lightroom/Photoshop
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Activities/Achievements

COURT OF MASTER SOMMELIERS

INTRODUCTORY SOMMELIER CERTIFICATION (FEBRUARY 2022)

- Successful completion of 2 days of a fast-paced review of pertinent information to the wine industry such as: the world's wine producing regions, proper wine service, and several blind tasting exercises from 3 master sommeliers
- Successful completion of a 70-question multiple choice exam within the allotted time of 45 minutes

UNIVERSITY OF SOUTH CAROLINA

PRESIDENT OF THE RESTAURANT & LODGING ASSOCIATION (SEPTEMBER 2019 - APRIL 2022)

- Planned, facilitated, and lead agendas, meetings, and events centered around the hotel industry
- Allocated duties to 4 executive board positions to reach organizational goals
- Fostered an inclusive environment where every member felt included and heard through effective communication and exemplary interpersonal skills
- Established and maintained connections with professionals and speakers within the industry