

# Faith C. Neary

267-893-0405 | fcneary52@gmail.com | 2120 Scarlet Oak Ct | Harrisonburg, VA 22801

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## Education

### James Madison University

Bachelor of Science in Hospitality Management - Minor in General Business

Harrisonburg, VA

Expected Graduation: May 2023

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## Event Management Experience

### James Madison University Hart School

Student Representative for Le Gourmet

Harrisonburg, VA

August 2022 – Present

- Student lead to help plan, coordinate, and manage the Hart School's annual fundraising gala
- Attend bi-weekly meetings with the Hart School Le Gourmet planning committee to finalize event plans
- Meet with head coordinator weekly alongside Junior student representative to organize committee agenda and execute decisions for the event
- Goal to raise \$100,000 for the Hart School to fund different learning experiential trips and attend student organization conferences

### Johns Hopkins University

Events and Scheduling Intern

Baltimore, MD

May 2022 – August 2022

- Assisted Senior Coordinators with pre-event planning and arrangements
- Served as a representative/onsite event coordinator and client manager responsible for site visits, coordination of event setup, and seamless operation during events to ensure client and guest satisfaction
- Given full responsibility for the client, Center for Talented Youth (CTY) and their multiple summer events
- Responsibilities included event set-up diagrams, AV/Custodial guidance, and internal stakeholder communications with the CTY team (JHU Academic Deans, Housing Dean, and Site Director)
- Additional duties included: catering, transportation, and housing coordination for visiting campus guests

### Pro Golf Association (PGA) BMW Championship

Venue Captain

Owing Mills, MD

August 2021

- Selected along with 18 Hart School students to represent the program and volunteer in execution of the PGA BMW Championship
- Student externship for this tournament which is part of the FedEx Cup stationed at 17<sup>th</sup> Hole Skybox
- Tasks consisted of catering to guests at the 17th hole Skybox, which hosted 46 companies, their representatives, and guests, run errands throughout venue for golf hole executives

### Torchy's Tacos

Annual Conference Externship

San Antonio, TX

June 2021

- Chosen with 7 Hart School students to represent the program and volunteer in Torchy's Tacos Annual Managing Partners Conference
- Rotated through registration, food and beverage, transportation, and inventory organization
- Gained the opportunity to speak with the conference event planning team and learn about their experience in the hospitality industry

## Hospitality Management Experience

### James Madison University Recreation Center

Harrisonburg, VA

Member Services Manager

August 2021 – Present

- Oversight, scheduling, and managing UREC around 40 assistants at the Welcome and Equipment Center
- Provide direction and feedback to assistants to ensure they follow UREC standards
- Aid guests by answering questions or addressing their needs regarding the building's amenities
- Roles at the Welcome Center include greeting all participants with a smile, answering phone calls, swiping jacards, selling guest passes, and aiding in membership purchases
- Equipment Center duties include guiding Assistants in checking out equipment for participants, processing locker, towel, and Out of House contracts, and organize laundry of UREC facility departments
- Member Services Assistant (May 2021 – August 2021)

### Massanutten Resorts

Massanutten, VA

Front Office Operations Associate Internship

May 2021 – October 2021

- Responsible for guest check-in and satisfaction through concierge services and front desk operations
- Assisted guests with everyday tasks from checking in or out to questions regarding their stay
- Tasked with building a solution to organize and improve the resort's check-in process and managed guest coordination across the different lobbies

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## Organization Involvement & Leadership

- James Madison University Hart School Ambassador
- JMU Club Management Association of America: Chapter Treasurer
- JMU Professional Convention Management Association: Chapter member
- JMU Eta Sigma Delta International Hospitality Management Honors Society: Chapter member
- JMU National Society of Minorities in Hospitality: Chapter member

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## Certifications and Additional Skills

- American Red Cross CPR/First Aid Certified April 2022 – 2024
- Allseated Certified Professional
- CVENT Supplier Network March 2022 – 2024
- Training for Interventions Procedures (TiPS) February 2021 - 2024
- National Restaurant Association April 2021 – February 2026