

# Olivia N. Forte

141-D Coming Street, Charleston, South Carolina, 29403  
(724) 544-9314 | <https://www.linkedin.com/in/olivia-forte-01/> | [forteon@g.cofc.edu](mailto:forteon@g.cofc.edu)

## EDUCATION

**College of Charleston** **Charleston, SC**  
*Bachelor of Science in Hospitality/Tourism Management; Minor in Marketing* **Expected May 2023**

GPA: 3.980/4.0; Major GPA: 3.973/4.0

- **Relevant Courses:** Event Management, Meetings & Conventions Management, Service Operations Management, Management & Organizational Behavior, Marketing Concepts, Digital & Social Media Marketing, Advertising, International Marketing
- **Academic Achievements:** President's List (3.8 GPA or higher), CofC Academic Scholarship, CofC Merit Scholarship, Beatty Scholarship, Charleston Wine + Food Excellence Scholarship, Charleston Wine + Food Senior Scholarship

## PROFESSIONAL EXPERIENCE

**Patrick Properties Hospitality Group** **Charleston, SC**  
*Banquet Server* **September 2020 – Present**

- Assist in setting up, executing, and breaking down a variety of high-end events
- Act as Team Lead to oversee a group of servers and communicate service needs to the Banquet Captain and Event Manager
- Train new PPHG hires to increase familiarity with venue layout and company guidelines

**Gregory Blake Sams Events** **Charleston, SC**  
*Intern* **May 2022 – August 2022**

- Worked with a team to set up and break down company events within owner's artistic vision
- Created vendor proposals for wedding clients

**Charleston Wine + Food** **Charleston, SC**  
*Platinum Partner Lead* **March 2022**

- Acted as main point of contact between Platinum Partner and Charleston Wine + Food
- Assisted Partner in setting up and breaking down activation, as well as supporting activation during festival hours

**Charleston Wine + Food** **Charleston, SC**  
*Marketing + Communications Intern, Development Intern* **January 2020 – April 2022**

- Created and posted social media content during the 2020 festival
- Researched industry trends and statistics to inform the Development team of potential new Partners
- Created, sent, and executed Partnership contracts for the 2022 festival

**Firebirds Wood Fired Grill** **Pittsburgh, PA**  
*Hostess, To-go Server* **May 2017 - August 2021**

- Acted as anchor of guest placement within two dining areas
- Received and handled payment for to-go orders

## EXTRACURRICULAR ACTIVITIES

**Schottland Scholar** **Charleston, SC**  
*Current Scholar* **April 2022 - Present**

- Competitively selected by Peter Schottland, CEO and Co-Chairman of American Packaging Corporation, and program directors
- Working to develop enhanced leadership capabilities, networking skills, and interpersonal intelligence

**Club for Hospitality and Tourism (CHAT)** **Charleston, SC**  
*President (Jan. 2022 – present); Vice President (Jan. 2021 – Dec. 2021); Director of Social Media (Jan. 2020 - Dec. 2020); Member (August 2019 - December 2019)* **August 2019 – Present**

- Plan events for club members that connect them with a variety of local and regional businesses in the industry
- Meet with club advisor, hospitality/tourism management department, and other board members to guide club activities

**AcaBelles** **Charleston, SC**  
*Stage Manager (present); Events Manager (Jan. 2021 - Jan. 2022); Member* **January 2020 – Present**

- Work with Executive Board members to plan group events, such as fundraisers and brunches

## TECHNICAL SKILLS AND INTERESTS

**Technical Skills:** Microsoft Excel / Hootsuite Platform & Social Marketing / Google Analytics / Content Marketing / Snapchat / Event Management / Google Suite

**Interest:** Event Planning / Exploring Charleston / Beach / Pop Music / Broadway Musicals

References Provided Upon Request

Spring 2023 internship  
PT for new in sales