

Daylinn Warner

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Responsibility | Harmony | Consistency | Adaptability | Includer

EDUCATION

University of Nebraska-Lincoln

Bachelor of Arts in Hospitality, Restaurant, and Tourism Management

Minors: Leadership and Communication, and Business Administration

Emphasis: Event Planning

Cumulative GPA: 3.84/4.00

RELEVANT EXPERIENCE

Banquet Manager, May 2019- Present

Country Club of Lincoln, *Lincoln, NE*

- Execute a variety of events by coordinating with the necessary staff to ensure event success
- Determine needs for setup, event duration, and teardown using Reserve Cloud to be prepared
- Coordinate staff from a variety of departments including event planning, food and beverage, and the kitchen
- Create a schedule using 7Shifts software to guarantee events are appropriately staffed
- Assist other departments as needed including billing, restaurant management, and event planning

Event Intern, April 2018- August 2018

Lincoln Journal Star, *Lincoln, NE*

- Track attendees and vendors using Microsoft Suite to prepare for the correct level of attendance
- Collaborate with staff through meetings and emails to complete tasks for an event
- Assist in setup and teardown of an event to ensure everything will run smoothly on event day
- Manage the promotion schedule for upcoming events to make sure the marketing department is advertising the event and creating excitement for potential attendees

Resident Housing Desk Assistant Supervisor, August 2017- May 2019

University of Nebraska-Lincoln, *Lincoln, NE*

- Organize and distribute mail and packages using an online system to deliver items to residents
- Cooperate with building security and UNL Police through phone calls and discussions to ensure campus safety
- Document resident information using Microsoft Office Suite to communicate effectively with the other staff

RELEVANT SKILLS/COURSEWORK

Software Skills: Microsoft Suite, Google Drive, Clubsoft Point of Sale, 7Shifts Scheduling, Reserve Cloud, Eventbrite, SurveyMonkey

Coursework: Advanced Event Operations; Guest Services Management; Interpersonal Skills; Intro to Food and Beverage, Dynamics of Effective Leadership in Groups and Teams, Leadership and Diversity in Organizations and Communities

ADDITIONAL EXPERIENCE

EventLNK Member, *Lincoln, NE*, February 2018- October 2018

William H. Thompson Learning Community Peer Mentor, August 2017- May 2018

EUROChrie Hospitality Conference Study Tour, *Ireland and United Kingdom*, November 2018

Perspectives in Development Study Tour, *Oman and United Arab Emirates*, March 2018

UNL Hospitality Student Development Organization Member, *Lincoln, NE*, September 2017- August 2019

Clyde Malone Community Center Volunteer, *Lincoln, NE*, September 2017- November 2017

Esch Grocery Store Cashier and Stocker, *Spalding, NE*, October 2011- August 2017