

HEATHER QUIRK

Young professional with corporate event planning, hospitality and communications experience seeking an entry-level opportunity with growth potential.

PROFESSIONAL EXPERIENCE:



The Collaboratory: Student Program Manager | PA | 2014-15

Planned and organized 2014 Fall Retreat and multiple leadership meetings which promoted diversity, teamwork and unity for students and staff. Met weekly content deadlines and edited the 2014 Fall Newsletter. Managed a small Advancement team dedicated to business and communication services. Implemented two new internal communication strategies that increased interdepartmental efficiency.



Washington Inn: Hospitality & Events Intern | NY | 2014

Implemented organizational tools such as housekeeper calendars, call lists, and event checklists to increase employee productivity and customer satisfaction. Revised event contracts, customer letters, and press releases to ensure value and relevance. Performed diverse aspects of the hospitality business to improve the guest experience.



The Ritz London: Human Resources Intern | London | 2014

Assisted the hiring process by screening applicant resumes and monitoring the recruitment process using HR software, Jobtrain. Processed employee data to support the The Ritz London's transition from paper to electronic systems.



Messiah College: Special Events Intern | PA | 2013

Planned and facilitated events to engage donors, parents, students, and other constituents including the Family Weekend Parent's Breakfast.



Saratoga Convention & Tourism Bureau: Intern | NY | 2013

Assisted with potential client research and marketing Saratoga venues to event planners. Wrote blog posts for the Bureau's sports and entertainment websites to attract various types of events to the area.

CONTACT ME:

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Social | linkedin.com/in/heatherquirk9

Blog | tumblr.com/blog/mccollaboratory

COLLEGIATE CAREER:



Messiah College | PA

Bachelor of Arts: Public Relations
Minor: Marketing
Graduating: Spring 2015
GPA: 3.85



Arcadia University

London Internship Program
Completed Spring 2014

SOFTWARE PROFICIENCIES:

Email Marketing: Get Response, Constant Contact

Content Management: Wordpress, Wix, Tumblr

Hospitality: Fourth Hospitality, RezOvation

Office: Excel, PowerPoint, Outlook, Word, Google Drive

Human Resources: Jobtrain eRecruiting

Event Planning: Survey Monkey

Social Media: Hootsuite

Creative: Piktochart

WHAT OTHERS SAY:

"We found Heather to be helpful, hardworking and reliable during her internship."

Lucy West, Deputy Head of HR
The Ritz London

"Heather went above and beyond for us and was full of energy and enthusiasm."

Todd Garofano, President
Saratoga Convention and Tourism Bureau

ME BY THE NUMBERS:

.296 Goal Scoring % Led Messiah Field Hockey Team in 2012

10 Countries Visited between 2012-2014

7 Consecutive Semesters on the Dean's List

105 Attendees at 2013 homecoming event I planned

ACCOMPLISHMENTS:

Honors College: 2011-2015

Dean's List: 2011-2015

Scholar Athlete: 2011-2012

Lamda Pi Eta Honor Society: 2013-2015

PRSSA: Secretary, 2013-2015