

Over 15 years experience in events industry, 25 in food and beverage, 30 in the performing arts.

- Loyalty
- Organized
- Creative
- Innovative
- Leadership
- Efficient
- Supportive
- Sophisticated
- Integrity
- Multitasking
- Diplomatic
- Cultured

EXPERIENCE

March 2008 to Present

Culinary Capers Catering (Beijing and Vancouver Offices)

EVENT PLANNER

Skillfully planning and executing: wedding receptions; themed parties; plated dinners; and cocktail parties. Proficient budget management. Expertly managing staff, clients, venues, entertainment and various vendors. Exceptional ability to work in high pressure environment and solving in-the-moment weather and logistical challenges. Superior time management and organizational skills.

Achievements

- Premiere event planner British Columbia Canada Pavilion, Vancouver 2010.
- Exclusive event planner for all food and beverages services British Columbia Canada Pavilion, Beijing 2008.
- Gala cocktail reception for 800 at the Vancouver Art Gallery.
- Servicing VIP international executive delegations – i.e. General Electric, NIKE, Raymond James, Politicians, Ambassadors, etc.
- Managing a large client base.
- Skilled diplomatic team support and leadership.

August 1995 to March 2008

Culinary Capers Catering (Leading Vancouver Off-Premise Caterer)

EXECUTIVE ASSISTANT, TECHNICAL & SPECIAL PROJECTS DEVELOPMENT, SYSTEMS ADMINISTRATOR, EDUCATION CO-ORDINATOR, HUMAN RESOURCES DIRECTOR, OPERATIONS MANAGER

Working with the executive team developing and implementing procedures and standards in all departments. Coordinating and scheduling event staff. IT development and education. Operations management and support. HR development.

Achievements

- Developing and dramatically advancing IT systems and procedures in a rapidly developing high pressure company.
- Establishing HR policy and procedures.
- Orchestrating seamless systems during facility relocation.
- Executive support and education.
- Exceptional multi-tasking, cross-department support.

October 1991 to June 1995

The Talent House Inc. (Theatrical, Television, Film and Commercial Artists Representation)

OFFICE MANAGER

Managing the office and materials for an extremely busy and successful Toronto talent agency with a client base of approximately 400.

Achievements

- Administrative support for staff of 8.
- Client promotional material maintenance and administration.
- Database development and education.
- Manage all information systems and communications.
- Relocation coordinating manager.
- Orientation director.

January 1988 to October 1991

Ontario Ministry of Housing - Rent Review Services/Rent Control - Toronto/East York Office

JUNIOR SYSTEMS OFFICER/COMPUTER SUPPORT/ ADMINISTRATIVE

ASSISTANT/RESIDENTIAL RENTAL STANDARDS BOARD

IT support for an office of 50. Developing and innovating systems and departments.

Achievements

- Provincial systems development committee.
- Spearheaded analog to digital record and log keeping.
- IT/Database: reporting, development and education.

1980 – Present

Self Employed

ACTOR/SINGER/DANCER/PRODUCER/DIRECTOR/CHOREOGRAPHER

A multidisciplined artist, working in creative forms include Butoh, cabaret, dance, film and television, musical theatre and opera.

Achievements

- Performed in over 30 stage productions.
- Performed and conducted workshops for the Moscow Ballet in Russia.
- Film projects include work with Angelina Jolie, Brendan Fraser, Parker Posie, & Alan Cummings.

References Available Upon Request

