

Ava A. Plan

Permanent Address

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Current Address

Saint Michael's College
Box 0000, Winooski Park
Colchester, VT 05439
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Education **Saint Michael's College, Colchester, VT** May 2011
Bachelor of Arts in Political Science and a minor in Marketing

Skills Strong conversational ability in French
Proficient with Microsoft Word, PowerPoint, Publisher, Excel

Special Events Experience **ECHO Lake Aquarium and Science Center, Burlington, VT**
Marketing and Events Intern Spring 2011

Worked with Events Manager to plan, organize, and run a wide variety of events in multi-level exhibition halls. Met with potential clients to sell space and create programs to match their needs. Represented ECHO at vendor shows. Developed original ideas to target new markets and increase space utilization. Attended events, set up and broke down space, insured smooth production. Wrote press releases and event proposals, reviewed contracts, and attended business meetings. Oversaw daily calendar listings and worked with local media outlets for distribution.

Saint Michael's College Student Activities, Colchester, VT
Senior Week Spring 2009-Spring 2010

Coordinated week-long program of activities for students. Contracted entertainment, negotiated pricing, handled billing procedures, and maintained schedule/calendar of events. Helped to establish a pilot program for funding and oversaw \$30,000 budget.

Secretary of Programming Spring 2009-Spring 2010

Booked campus-wide events, appointed 11 committee chairpersons, aided committees in planning and executing programs (concerts, coffeehouses, lectures). Supervised management of a \$65,000 budget, chaired Programming Board meetings, and acted as liaison between Board and Director of Student Activities. Maintained campus activity calendars; served on Operations Committee of Board of Trustees.

P-Day (Spring Weekend) Spring 2010

Coordinated campus-wide spring weekend. Booked bands, planned activities, maintained schedule, and supervised student workers. Handled logistics and publicity for event. Worked with administration, facilities personnel, and Student Life Office in order to execute event.

Summer Registration Days/Orientation Summer-Fall 2009

Sat on parent panel, organized files and kept records of orientation schedules, booked events, and prepared informational packets for incoming first-year students.

Family Weekend Fall 2008 & Fall 2009

Co-chaired Family Weekend Committee for 2 years. Handled registration and ticket records. Created schedule and maintained calendar of events as well as set up for events and maintained budget records.

Adopt-A-Family Winter 2008

Acted as liaison among local social service agencies to connect campus community with needy families in the area. Maintained records of sponsors and adopted families. Handled publicity with local newspapers and television stations.

Other Experience **Ben and Jerry's Scoop Shoppe, Burlington, VT**
Cashier, Scooper, Cake Decorator Summers 2007-2009

Handled customer orders, answered phones, decorated ice cream cakes, restocked supplies and goods, and provided a "euphoric ice cream experience" for customers.