

# STEPHANIE A. VAINIUNAS

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## PROFESSIONAL EXPERIENCE

### **SOCIETY OF GYNECOLOGIC ONCOLOGISTS – CHICAGO, IL**

*Manager of Education & Meetings*

2008- Present

- Create and distribute RFP's for multiple yearly meetings and assist with the site selection and contract negotiations
- Produce detailed specifications for meetings including room sets, Food & Beverage, Audio Visual, Telecom/Internet and Audience Response needs; Review, edit and approve Banquet Event Orders
- Oversee junior staff members; Review speaker correspondence, Registration/Housing reports and bill reconciliation
- Manage all exhibitor relations including booth sales and sponsorships for SGO Annual Meeting and work with Exposition Service Contractor on tradeshow components
- Travel to on-site meetings and work in conjunction with vendors, DMCs and hotel/convention service staff to execute logistics

### **MERCHANDISE MART PROPERTIES, INC. – CHICAGO, IL, National Exposition of Contract Furnishings**

*Marketing & Student Program Manager - NeoCon Tradeshows (Chicago, Los Angeles & Baltimore)*

2005-2008

- Designed and implemented the annual marketing plans for NeoCon tradeshows and created copy for various marketing pieces including the show brochure, postcards and HTML eblasts
- Managed numerous details of the tradeshows including: Magazine/Advertising trades, Association Participation, Sponsorships, List Management, Special Events/Displays, Keynote Speakers, Exhibitor and Attendee Communications
- Developed programming for the Student Series at each show which includes a keynote speaker, professional development activities from several industry associations and school work displays
- Conducted site visits to numerous schools and design firms in each region to gain insight on industry trends, review and evaluate feedback and research new show components

### **HINTON + GRUSICH – CHICAGO, IL**

*Sales Associate*

2003-2005

- Entered sales leads, forwarded to requested destinations and tracked all responses. Obtained contracts from hotel partners and processed payments.
- Corresponded with corporate and association meeting professionals as well as hotel/resort properties to maintain flow of information
- Provided administrative support to Vice President of Sales and National Sales Manager
- Assisted with company functions including Annual Tradeshow and Receptions (registration, evaluations, on-site logistics)
- Maintained database of information, produced specific business reports and created spreadsheets for clients

### **GRAGG ADVERTISING – KANSAS CITY, MO**

*Media Assistant*

2001-2002

- Collected, distributed and analyzed weekly lead reports to determine the most cost effective media
- Established, maintained and built relationships with media vendors. Placed and confirmed all monthly media buys
- Released traffic instructions and tapes for all creative additions and changes

### **MARRIOTT INTERNATIONAL, INC. – DOWNTOWN KANSAS CITY, MO & CHICAGO, IL**

2001-2003

*Front Desk Associate/Guest Service Agent*

- Welcomed hotel guests and groups, provided pertinent information and answered any questions
- Checked groups in and out of the property and distributed meeting related literature and information
- Resolved or notified a specific department to take care of the groups needs to ensure complete satisfaction with their meeting and housing experience

### **BARKLEY EVERGREEN & PARTNERS – KANSAS CITY, MO**

*Account Coordinator, Paramount Parks, Inc.*

2000-2001

- Executed all aspects of print production including timelines and communication with client throughout the job
- Compiled competitive information and wrote weekly business report recapping client position for internal communications
- Gathered feedback and developed weekly traffic schedule on TV, radio and print jobs. Distributed to creative department

## EDUCATION

UNIVERSITY OF KANSAS, WILLIAM ALLEN WHITE SCHOOL OF JOURNALISM AND MASS COMMUNICATIONS – LAWRENCE, KS

B.S. Journalism, Advertising Emphasis

May, 2000

## PROFESSIONAL AFFILIATIONS / AWARDS

Professional Convention Management Association (PCMA) – Member

July, 2009

Hilton Worldwide PCMA Annual Meeting Scholarship Recipient

January, 2010