

Tiffany Kalina

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EDUCATION

Fashion Merchandising May 2009
Minor: Business
Texas State University - San Marcos, Texas
Dean's List

RELATED UNIVERSITY EXPERIENCE

Meeting Planning Internship Feb. 2009 – Present
Texas Association of School Nutrition, Austin, Texas

- Assist with maintaining current function sheets and BEOs
- Assist with site selection for special events
- Assist with space layout and speaker coordination
- Assist with entertainment selection

Wedding Planning Internship Jan. 2009 – Present
The Winfield Inn, Kyle, Texas

- Assist with layout meetings with clients
- Input BEO information
- Coordinate with vendors
- Assist with actual setup and onsite event coordination

WORK EXPERIENCE

Lead Receptionist Aug. 2006 – Feb 2009
Classic Cuts, San Marcos, Texas –

Accountable for all cash flow and deposit log on a daily basis, organized and maintained inventory, employee time sheets and employee files. Responsible for planning receptionist's schedule each month and responsible for maintaining appearance of shop. Also responsible for ensuring customer satisfaction by exhibiting superior customer service on the phone and when greeting clients.

Hostess Nov. 2005 – May 2006

Cheddars, College Station, Texas-
Responsible for ensuring customer satisfaction and a presentable atmosphere for first time and current customers.

SUMMARY OF QUALIFICATIONS

- Strong customer relations skills and proven track record setting and achieving realistic goals for myself and others
- Strong writing and oral communication skills with proven decision-making ability in a fast paced environment
- Highly proficient in computer programs such as Microsoft Word and Office Suite
- Knowledgeable in File Maker Pro, which is similar to Del Phi
- Newspaper Senior Editor experience, including page layout, photograph sets, and final print editing
- Very well organized
- Very efficient, able to perform tasks in a timely matter
- Ability to manage various tasks at once

AFFILIATIONS

- Meeting Professionals International
- Fashion Merchandising Association

- Zeta Tau Alpha