

Zoe Washburne

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Education

Bachelor of Science – Mathematics
George Fox University, Newberg, OR

Expected: December 2018

Relevant Experience

Event Specialist

January 2016 – Present

Terraform Specialties, Emerald City, OR

- Coordinate logistics for special events using CRM systems
- Organized reservations and equipment rentals with Excel to facilitate data collection and records management
- Analyzed survey data to generate report on organizational health

Event Hospitality and Development Intern

September 2014 - Present

Word Made Flesh, Portland, OR

- Strategizing ways to improve attendee engagement at events
- Creating, organizing, and coordinating the event space design and catering
- Developing a hospitality plan and recruiting people to host mini advocacy house events
- Managing all communication and logistics with speakers
- Collaborated with event planner to designate responsibilities and a timeline for fall banquet

Materials Coordinator – Event Services

Summer 2014

George Fox University, Newberg, OR

- Assisted guests with event and conference logistics through electronic communications and strategic organization
- Managed check in and check out process for housing guests to promote a positive experience and maintain a positive reputation for the university
- Resolved client issues through active listening and prioritizing desired outcomes to efficiently achieve exceptional outcomes for a department customer satisfaction rating of 86%

Leadership Experience

VP of Commuter Life

April 2015 – April 2016

Associated Student Committee (ASC), George Fox University

- Facilitate contact between commuter students and administration on policy issues
- Oversee commuter representatives through regular check-in meetings
- Serve on student government Central Committee to advocate for population specific concerns
- Use direct marketing to increase student involvement and engagement
- Manage Commuter Life budget to ensure effective resource allocation