

CHRISTINE GOLDEN

Wilmington, NC | C. 802-598-4782 | Christine@goldenconsultingllc.com | www.GoldenConsultingLLC.com

SUMMARY

Motivated and detail-obsessed professional with a diverse background in event coordination, project management and business operations seeking opportunities to grow in the field of events.

HIGHLIGHTS

- Foundation in business operations and customer service
- Effective project manager
- Strong [portfolio](#) of event coordination projects
- Computer and tech savvy
- Communication skills
- Proactive problem solver
- Creative and high energy
- Excellent people skills

BUSINESS OPERATIONS & EVENT COORDINATION EXPERIENCE

2018 to present Owner | Golden Consulting – Remote

- Working with clients on assessing and optimizing their workflow systems
- Managing administrative projects
- Operations Management support
- Professional event coordination
- Current clients include the Flyin Ryan Hawks Foundation, Women Business Owners Network, BNI Vermont, Reconciled, the Vermont Community Development Association and more

2013 to 2018 Director of Operations | Nedde Real Estate – Burlington, VT

- Marketing management for the company and over 30 real estate listings
- Bookkeeping maintenance for over 13 accounts
- Produce quarterly financial reports and distribution assessments
- Property management of multiple properties
- Leasing of large scale apartment complexes
- Coordinate and file payroll
- Manage construction project budgets
- Office administration
- Broker real estate sales and leases
- Train new hires

2011 to 2013 Listings & Marketing Coordinator | Geri Reilly Real Estate - South Burlington, VT

- Marketing for 50+ real estate listings
- Photography of listings
- Created and Maintained MLS Listings
- Bookkeeping and bill payment processing
- Office administration

2008 Interning PR and Direct Marketing Assistant | Tiffany & Co. – London, UK

- Assistant to Head of Direct Marketing
- Prepare reports analyzing data on the reach and use of the website
- Assistant to the head of PR
- Perform competitor market analyses
- Assist in preparations for market expansion into Ireland

EDUCATION

University of Vermont

Project Management Professional Certificate
May 2018

Clark University

Bachelor of Arts, Sociology and Communication & Culture
Double Major, Cum Laude, May 2009

ADDITIONAL CREDENTIALS

- Real Estate Salesperson License, State of Vermont, 2015
- Proficient in Microsoft Office, MLS, Google Workspace, Wordpress, Eventbrite, Mailchimp, Slack and Trello
- President of Champlain Connections BNI, 2021-2022
- Currently hosting a successful fragrance review YouTube channel

CHRISTINE GOLDEN

Wilmington, NC | C. 802-598-4782 | Christine@goldenconsultingllc.com | www.GoldenConsultingLLC.com

CUSTOMER SERVICE EXPERIENCE

APOLLO DINER <i>Server</i>	March 2014 – September 2014
THE ESSEX GRILL <i>Server and some Bartending</i>	July 2012 – January 2013
THE INN AT SHELBURNE FARMS <i>Hostess</i>	June 2011 – August 2011
SHERATON South Burlington, VT <i>Banquet server</i>	October 2010 – January 2013
CAFE SHELBURNE Shelburne, VT <i>Server, Bartender</i>	December 2009 – August 2011
HENRY'S DINER Burlington, VT <i>Server</i>	August 2009 – September 2010
KONG CHOW, South Burlington, VT <i>Server, Bartender</i>	August 2009 – December 2009
SPORTSTYLE, South Burlington, VT <i>Sales Associate, Key Holder, Merchandiser</i>	August 2009 – July 2012
THE GAP, Millbury, MA <i>Sales Associate</i>	September 2008 – May 2009
FROG HOLLOW CRAFT CENTER, Middlebury, VT <i>Event Planner, Sales Associate, Vendor Liaison and Key Holder</i>	May 2007 - August 2008
BATH AND BODY WORKS, Auburn, MA <i>Sales Associate, Product Expert</i>	September 2006 – December 2007
BATH AND BODY WORKS, Burlington, VT <i>Sales Associate, Product Expert</i>	May-August 2006
MARQUIS THEATER, Middlebury, VT <i>Concessions and Ticket Sales</i>	October 2002 – August 2005