

BRIDGET NORINE HOGAN

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EDUCATION

Iowa State University
Bachelor of Science in Event Management: GPA: 3.47
Ames, Iowa
December 2016

WORK EXPERIENCE

Human Resources Intern
GROWMARK, Three Rivers FS
Dyersville, Iowa
May 2016 – August 2016

- Update 20+ job descriptions to accurately follow new formatting standards
- Perform payroll duties and gained knowledge of payroll processes and technologies
- Interview office associates to draft professional written procedures for complex office tasks

Administrative Office Assistant
Special Event Planning Intern
ISU School of Education
Ames, Iowa
May 2014 – Present
August – November 2015

- Reserved venues and ordered food for 2 biannual events on campus: Celebration of Excellence and Cording Ceremony
- Facilitated and posted 10+ times per week for the School of Education Twitter, Facebook, and YouTube accounts
- Accomplished 20+ organizational and maintenance tasks throughout the office per week
- Drafted emails and typed documents for administrative use 50+ times per semester
- Proctored 2+ exams per semester for absent professors

Barista and Store Clerk
ISU Dining
Ames, Iowa
January 2015 – Present

- Prepared 30+ coffee and smoothie beverages per shift
- Conducted 75+ customer transactions per hour by handling money efficiently and accurately using Micros POS
- Provided enthusiastic customer service during each transaction by smiling and anticipating customer needs

Banquet Setup and Server
Gateway Hotel and Conference Center
Ames, Iowa
October – December 2015

- Moved tables, chairs, dance floor, and carried trays of food and beverages
- Prepared and cleaned up events that created memorable experiences for guests
- Interacted with guests in a professional and friendly manner

Destination Iowa State Team Leader
Iowa State University
Ames, Iowa
March 2013 – August 2014

- Welcomed 1500+ new students to Iowa State at the Opening Ceremony at Hilton Coliseum
- Encouraged community building among 15 new students by leading ice-breaker activities
- Enabled 15 incoming freshmen to transition easily into college life by explaining the ins and outs of Iowa State

PROFESSIONAL SKILLS

Cvent Certified	Planning/Coordinating Events	Teamwork
Safefood 101 Certified	Written and Verbal Communication	Customer Service
Trained Crowd Manager Certified	Copy, printing, scanning, faxing	Adobe Photoshop (Intermediate)
Google Draw, Sheets, Docs, Drive	Social Media/Marketing	Adobe Premiere (Intermediate)

ACTIVITIES

Eta Sigma Delta: Event & Hospitality Management Honor Society: Treasurer (2015-2016)
Society of Human Resource Management: Member (2015-2016)
Event Management Club: Member (2015-2016)
ISU Student Union Board: Event Manager (2014-2016)
St. Thomas Aquinas Community & Family Life Team: Event Manager (2015-2016)
Dub H—ISU Hip Hop Club: Dancer (2015-2016)
Super Smash Bros Club: Member (2015-2016)
Tau Beta Sigma: Historian & Executive Officer (2013-2015)
Symphonic Band: Principal Euphonium (2012-2014)
Iowa State University Marching Band: Baritone Section Leader (2012-2014)
Volleyball & Women's Basketball Pep Band: Member (2013-2014)

VOLUNTEERISM

- 2016 TaTa's Tournament for Susan G. Komen Foundation: Treasurer and Event Coordinator
- 2015 and 2016 ZeroProstate Cancer Awareness Run/Walk: Event Manager and Fundraiser
- Iowa's Premier Beer, Wine, and Food Expo: Wine Stage Assistant
- St. Thomas Aquinas: Event Manager and Musician