



KELSEY STRONG

OBJECTIVE

Passionate in creating memorable experiences with integrity and energy for guests, clients, and colleagues.

EXPERIENCE

Event Coordinator, The Plaza Hotel; NYC — July 2018-Present

- Coordinate with clients and vendors to execute events for Eloise at The Plaza. Delegate event assistant responsibilities. Collaborate with clients and event manager to create unique event experiences using the Eloise at The Plaza brand.

Tour Guide, The Plaza Hotel; NYC — 2018-Present

- Curate and lead historical tours of The Plaza Hotel highlighting the cultural and architectural moments that created a New York City icon.

Lead Events Assistant, The Plaza Hotel; NYC — November 2017-July 2018

- Host and execute interactive events at Eloise at The Plaza with direction of event manager and coordinator.

House Manager & Assistant Stage Manager, New School; NYC — 2015-2019

- Manage the house, AHM's, and ushers of the Tishman Auditorium and Bank Street Theater. Welcome patrons and handle all complaints, complications, or emergencies professionally. Assist stage manager during event production and performance, as well as wrangle talent.

Cruise Director, American Cruise Lines; Portland, OR — Summer 2017

- Act as the face and voice of cruise experience. Execute all passenger excursions and onboard events. Perform inventory, as well as budget office and gift items. Create all passenger related signage and paperwork. Maintain return passenger relationships and bookings.

Bartender, Cookshop; NYC — 2015-2016

- Create innovative cocktails with fresh and seasonal ingredients. Serve customers in a friendly manner while working efficiently in a fast paced, high volume, farm to table restaurant.

Booking Representative & Performer, National Theatre for Children; Minneapolis, MN — 2013-2014

- Develop relationships with school administrations for tour bookings. Perform nationally in educational programs for schools. Manage all travel plans and expenses. Responsible for all venue communication and set-up.

Performer, Project 515; Minneapolis, MN — 2011-2013

- Perform in Minnesotans United for all Families sponsored campaign addressing marriage equality in Minnesota. Assist with community involvement and fundraising.

EDUCATION & SKILLS

BFA, Theater, Minnesota State University, Mankato

Skills: Word, Photoshop, Outlook, Excel, G Suite, Windows, Social Media

References available upon request.