

LAURA PACE

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L | Austin, Texas

EXPERIENCE

THE PEACHED TORTILLA // Austin, Texas

Event Production Manager // October 2017 - Current

- Oversee technical, creative and logistical elements of all catering events from planning to execution stages
- Manage and schedule warehouse teams, create weekly agendas and maintain packing organization goals
- Coordinate rental deliveries, ice orders and third party vendors
- Responsible for creating and updating pullsheets for events, including last minute events and communicating changes to warehouse and event teams
- Maintain ordering, inventory and upkeep of all catering hard goods and dry goods

Catering Lead | January 2017 - December 2019

- Direct supervisor for staff throughout event and point of contact for clients, vendors and planners
- Responsible for executing weddings, corporate and private events up to 1,300 people by facilitating event details during all phases
- Coordinate front of house and back of house teams with attention to timeline, efficiency, food quality and hospitality
- Ensure proper utilization and accuracy of equipment, staging and food inventory

LES BOURGEOIS WINERY // Columbia, Missouri

Banquet Manager // May 2013 - January 2017

- Reporting manager and director for event staff and main client liaison for event duration
- Established customer satisfaction and seamless event execution for 100+ events up to 150 people yearly
- Managed oversight of employee training to ensure consistency and expectation

SKILLS

DESIGN

- InDesign
- Illustrator
- Photoshop
- Lightroom

WEB

- Wix
- Weebly
- Wordpress
- Squarespace

OFFICE

- Microsoft Office Suite
- Quickbooks
- POS Systems

GRAPHIC DESIGN

KERN + COMPANY // Graphic, Branding and Resume Design

Portfolio creating unique print and digital media for freelance clients through collaboration on branding packages

EDUCATION

UNIVERSITY OF MISSISSIPPI // Meek School of Journalism + New Media

Bachelor of Arts // Journalism

Specialization in Public Relations and Business Administration