

Ashlyn Bauernschmidt

Agbauernschmidt@liberty.edu | (757) 634 8115 | <https://www.linkedin.com/in/first-last>

PROFESSIONAL SKILLS PROFILE

- Goal-oriented and organized to complete tasks
- Maintain 100% on-time or earlier work arrival
- leader by listening to others and providing direction
- Communicative with superiors and team members
- Focused on completing tasks promptly
- Diligent and dedicated for strong work ethic

EDUCATION

BS: Event Planning, Liberty University, Lynchburg, VA

BS: Professional and Creative Industries, Liberty University, Lynchburg, VA

Graduate May 2024

- Minor: **Business**
- **Honors: Dean's List**
- **Relevant Coursework:** Wedding and Event Planning, Intro to Graphic Design, Intro to Hospitality, Event Management, Financial Accounting, Principles of Marketing

EVENT PLANNING EXPERIENCE

Owner/Planner, Ashlyn Grace Events, Lynchburg/Williamsburg, VA

May 2022 - Present

- Assume responsibilities of wedding coordinator to include full communication and planning for budget conscious couples, 60 days prior
- Create and update Wedding Master Timeline to prepare for and coordinate for the wedding day
- Leading and directing bridal party through successful rehearsals, by having the music on hand, and the lineup ready
- Coordinated two or three volunteers to help with last minute details that prove to reduce the stress of the bride and groom.

Summer Temp, Liberty University Events, Lynchburg, VA

May 2022- August 2022

- Managed wedding venues for wedding rehearsals and the wedding day
- Assisted with 15 events internally and externally with Liberty University
- Office work, which included, answering phone calls, sending emails, and scheduling in 25live
- Provided event support for the coordinator

ADDITIONAL EXPERIENCE

Front Desk Agent and Event Staff, Kingsmill Resort, Williamsburg VA

June 2023– Present

- Checked-in and out over 100 guests a day
- Answered the front desk phone, assisting with any questions, concerns or changes on reservations
- Assisted the director of programming in over 15 events
- Helping upgrade guests' rooms and packages to increase upgrade goals

Wedding Assistant, Beautifully Divine Events, Williamsburg VA

June 2022 – Present

- Assist main coordinator for day – of duties
- Fulfilled the needs of the bride and groom
- Setup ceremony and reception approximately 5 hours before the start time to make sure everything is ready for guests to arrive
- Communicate with vendors day-of

Sales Associate, American Eagle Outfitters, Williamsburg VA

October 2020 – Present

- Ability to Answer phoned and address customer's questions and concerns, resulting in 99% approval Manage receipts and purchases for over \$900 per day with no shortage
- Responsible for greeting and interacting with approximately 200+ customers per day

COMMUNITY SERVICE

Ticket Office Liberty University, Lynchburg, VA 20 hours

August 2022 – November 2022

- Helped scan 300+ guests into basketball, hockey, and baseball games
- Greeted and escorted customers from the door to their seats

Internship, Williamsburg Event Rental, Williamsburg, VA

June 2021 – August 2021

- Participated in daily event planning task including scheduling and organizing equipment rentals
- Responsible for pulling items for customer orders the day of event

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

Vice President of Event Planning Society

January 2023 - Present