

Amber Warren
Hyelm Hampstead
79 Fitzjohn's Avenue
Hampstead, London
NW3 6PA
011 44 75 6549 5730

amber_warren@live.com

To obtain a position in an organization that will apply my leadership abilities and diversity experience as well as enhance my knowledge of the events industry to better serve the organization and its clientele.

OBJECTIVE

EDUCATION LONDON METROPOLITAN UNIVERSITY

Master of Arts in International Events Management, expected October 2010

A unique, dual centre course offered for the first time with courses taken at Stenden University in the Netherlands and then at London Metropolitan University in the United Kingdom

- Courses completed: Concepts in International Events Management, Sustainable Value Creation, Personal Value Creation, Market Value Creation, Strategic Service Management
- Current coursework: Events Marketing, Events Experience Management, Financing Events

The STATE UNIVERSITY OF NEW YORK at Buffalo

Undergraduate honours degree in Business Administration, June 2009

- International Business Concentration

VIRGINIA INTERMONT COLLEGE

Attended August 2005- December 2006

Undergraduate studies in Business Administration and Equestrian Studies

- Completed courses in Stable Management I & II and Intermediate Riding

EXPERIENCE AT YOUR SERVICE EVENT STAFFING LIMITED, London, United Kingdom

Event Staff, March 2010-Present

- Providing courteous and enthusiastic service and ensuring guest needs are met through wait staffing including the following responsibilities: setting, clearing, and serving dinner, drinks, and canapés

NAVIERA HYBUR, Roatan, Honduras

Intern, June - July 2008 and May - June 2009

- Recorded accounting transactions and reviewed financial statements

- Assisted with secretarial, customer service, collections and marketing tasks
- Researched potential opportunities for growth

UB EQUESTRIAN CLUB, Buffalo, New York

President, October 2007 - May 2009

- Lead weekly meetings through creation of agenda and teambuilding activities
- Developed tasks for executive board members
- Ensured all deadlines were met including the completion of four fundraising events, four Student Association events, and four community service events per academic year
- Arranged and participated in events including working for Habitat for Humanity, staffing the Linda Yalem Run, and working concessions at a basketball game
- Organized two on-campus riding demonstrations featuring members of the UB Equestrian Team and the Erie County Sheriff's Office Mounted Unit which attracted over 100 spectators. This involved requests for permission from University Police and University officials; inviting and corresponding with local sheriff's office; choosing and making requests for field space; arranging designated parking for vehicles and trailers; advertising; arranging crowd barrier, arena set-up, and transportation of horse jumps.
- Increased club's awareness in the community and provided a hands-on learning experience to ten students through organization of Life and Learning Workshop: Equine 101. This involved requesting permission through University organization, designing the event and arranging venue and guest speakers, organizing transportation for students, and presenting topic on Careers in the Equine Industry.
- Promoted growth and diversity within club through acquisition of SBI Grant worth over \$800, 125% of club budget, which covered the cost of up to two riding lessons for students interested in the unique opportunity

LUTHERAN CAMPUS MINISTRIES, Buffalo, New York

Peer Minister, September 2007 – May 2009

- Organized more than 10 social events to strengthen peer support and relationships
- Facilitated group discussions to encourage spiritual curiosity and growth
- Designed publicity fliers to attract students from different religious backgrounds

Volunteer Activities: Volunteer Coordinator for the National Junior Indoor Rowing Championships to take place 16 March 2010 and volunteer at Kentish Towne City Farm

Member of UB Equestrian Team, January 2006- May 2009

- Showed in Intermediate Flat and Novice Over Fences classes at Intercollegiate Horse Show Association shows in West Virginia, Pennsylvania, and Ohio
- Shared responsibility of transportation of team members to and from shows
- Assisted with the organization of three horse shows hosted by the club

**ADDITIONAL
DATA**

Microsoft Word, Excel, and Power Point

Eddie Fitzpatrick
47-49 Pittfield Street
London N1 6DA
United Kingdom
+44 (0)7767 612 415

Justin Lance
+44 (0) 20 7133 3036
London metropolitan university
166-220 Holloway Road
London
N7 8db

COMPUTER

Skills

References