

Chicago, IL 60613 | stephanie.taylor@gmail.com | linkedin.com/in/stephanieTaylor

Events Manager

Highly-organized events planner who gained expertise by working for a high-end boutique charter airline traveling the world. Each flight was handled as a separate event to be managed from beginning to end. Facilitated communication between corporate office and international airports for charter airline requirements.

Works with discretion and trusted to handle unexpected complications and demanding requests for high-profile passengers. "Go to person" who is liaison between pilots, passengers, vendors, companies, and airport personnel. Oversees detailed planning for multiple upcoming flights on tight deadlines. Reinforces company branding to build outstanding reputation within a competitive industry.

Operations

Budgets	Logistics / Scheduling / Calendars	Regulatory / Legal Compliance
Catering / Special Orders	Management Reporting	Safety / Homeland Security
Crowd Control	Medical Emergencies	Team Leadership
Cost Controls	Menu Planning	Ground Transportation
Customer Relations	Order Placing / Receiving	Vendor Relations

VIP Customers

C-Suite Executives	Movie Producers	Television Networks
Celebrities	Politicians / World Leaders / Royalty	Top Tier Musicians
Families	Professional Sports Teams	Venture Capitalists

PROFESSIONAL EXPERIENCE

Confidential Charter Airline, Chicago, IL 2011 – 2016
Worldwide business jet management, charter, maintenance and FBO services

Flight Attendant | Ground Security Coordinator

Provided high-end customer service for charter planes with seating between 2 and 120 passengers. Handled front-end duties for more than 300 flights during tenure. Concurrently filled role as Inflight Services Assistant from 2013 – 2015.

Confidential women’s apparel retail store, Chicago, IL 2008 – 2010
Women’s athletica for yoga, exercise and running

Team Manager

Trained and supervised team of 20 people. Improved community presence and increased sales by coordinating events such as free in-store classes. Handled inventory control, merchandising, and customer service. Participated in the successful new store opening.

EDUCATION

Confidential University, Bachelor of Science (B.S.), Psychology and Philosophy, 2012