

RONNIE RILEY >>

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ABOUT ME

I took a hiatus from my professional career due to illness in 2018.
I am looking to return to the workforce in 2021.

EXPERIENCE AND EDUCATION

WRITING CHILDREN'S FICTIONAL BOOKS

Work-from-Home · June 2020 – present

- ▶ Wrote *Jude Saves the World*, *Stick with Me*, *Eden Jones* and *The Universe of Indigo Bell*
- ▶ Signed on to be represented by Andrea Walker of Azantian Literary in December 2020
- ▶ Self-motivating and working independently
- ▶ Creative thinking and compassionate

#LGBTNPit

Virtual Event · April 15, 2021

- ▶ A Twitter pitching event for unagented queer authors to pitch their manuscripts to agents
- ▶ Trending in Canada and the US before 8:30AM EST
- ▶ www.lgbtnpit.com for more details

THE BBQ GOURMET

Toronto, ON · May 2013 – May 2018

Senior Event Coordinator

- ▶ Managing events with between 25 -7,000 guests
- ▶ Planning and executing events efficiently as possible
- ▶ Leading and supervising staff members
- ▶ Analyzing the site upon arrival to ensure the best flow path possible
- ▶ Communicating and building relationships with clients

Wedding Coordinator

- ▶ Building customized wedding packages for clients
- ▶ Conducting wedding tastings
- ▶ Offering support and consultation on all aspects of their wedding

Sales Manager

- ▶ Interacting with new and existing clients to build relationships
- ▶ Developing sales in person, via telephone, and through email
- ▶ Prompt replies to all contacts with excellent follow-up practices
- ▶ Developing promotional programs and special features for clients
- ▶ Meeting monthly and annual sales objectives for all products
- ▶ Full participation in the ongoing *Continuous Improvement Program*

THE ARTHRITIS SOCIETY

Toronto, ON · 7-Week Internship · 2014

All-In for Arthritis Poker Gala Intern

- ▶ Building, tracking, and maintaining relationships with sponsors
- ▶ Communicating directly with designer to develop the event program
- ▶ Updating, creating, and maintaining all necessary records/paperwork/materials
- ▶ Conducting interviews, training and maintaining relationships with volunteers
- ▶ Making problem-solving decisions on day of with flexibility
- ▶ Improvising the role of a raffle girl and raising the most raffle sales of \$2,350

GEORGE BROWN COLLEGE

Toronto, ON · September 2012 - May 2014

Special Event Management

- ▶ Graduated with Honours
- ▶ Successfully completed courses include: Special Events Planning & Delivery, Event Operations I and II, Catering, Marketing and Sponsorship, and Law

SUMMARY

- ▶ Full-time experience as a Senior Event Coordinator and Sales Manager
- ▶ Strong interpersonal skills demonstrated when dealing with staff and clients
- ▶ Quick learner and eager to further my hospitality-industry knowledge and skills
- ▶ Tech-savvy
- ▶ Desire to make a difference

VOLUNTEER EXPERIENCE

- ▶ Rock the Joint (2015, 2016)
- ▶ All-In for Arthritis Poker Gala (2014, 2015, 2016)
- ▶ The Walk for Arthritis (2014, 2015)
- ▶ Word on the Street (2012)

OTHER SKILLS

- ▶ SmartServe Certified
- ▶ Leadership & Group Dynamics
- ▶ HTML and limited CSS coding
- ▶ Microsoft Programs
(Word, Outlook, Excel, PowerPoint, etc.)
- ▶ Gmail and Google Drive
(Calendar, Docs, Sheets, Slides, Forms, etc.)
- ▶ Canva (graphic design program)
- ▶ Hootsuite (social media manager)
- ▶ Social Media
(Twitter, Facebook, Instagram, LinkedIn, Tumblr, WhatsApp, YouTube, etc.)
- ▶ Various Website Builders
(WordPress, GoDaddy, Wix, Weebly, etc.)

REFERENCES AVAILABLE UPON REQUEST