Marianne R. Van Meter

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***Objective*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A position utilizing my superior interpersonal and organizational communication skills and background with event planning.

***Experience*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Dominion Club (Country Club)** Glen Allen, Virginia Spring 2010 - Present

*Assistant Event Coordinator, Banquet/Wedding Server, and Bridal Assistant*

* Experience working in a fast-paced, high stress, team environment.
* Used superior interpersonal communication and problem-solving skills to keep party host and guest satisfied for an enjoyable party experience.
* Assisted the party planner in selling, preparing and executing all country club events including weddings, golf outings, company banquets, and family functions.

**Relay For Life Planning Committee** Farmville, Virginia Fall 2010- Present

*Sponsorship Chair and Activities Co-Chair*

* Member of the planning committee that puts on Longwood’s annual all night Relay for Life event in the spring.
* Traveled around the community of Farmville to gain support, sponsors, and donations from local businesses for the event.
* Worked closely with the Chairs of Accounting and Publicity.

**The Big Event Committee** Farmville, Virginia Spring 2011 – Present

*Entertainment Chair and Job Site Supervisor*

* Plan logistics for the day of the event; work with the Student Union, Conferences and Scheduling; book entertainment band, stage, and sound system; and work with the Dining Hall to coordinate catering.
* Report to Big Event Directors, perform assigned tasks, delegate responsibilities to committee members and attend weekly meetings.

**Kappa Delta Sorority** Farmville, Virginia Fall 2010 – Winter 2011

*VP Public Relations*

* Coordinated member attire to wear on campus and to class, sorority functions, and other campus events.
* Responsible for spreading a positive image of the chapter on campus and within the student body.
* Began the planning process for a variety of public relation based events for the sorority to attend during the upcoming spring semester.
* Promoted and advertised all Kappa Delta sorority events and fundraisers on campus.

**The Little Gym** Glen Allen, Virginia Summer 2008- Winter 2009

*Gymnastics, Sports Skills, and Dance instructor*

* Organized, planned and coordinated weekly class activities and games.
* Held weekly meetings with the parents informing them of their children’s progress and upcoming announcements.

***Education*** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Longwood University** Farmville, Virgnia **Expected *Class of 2013***

*Bachelor of Arts, Communication Studies*

Concentration: Public Relations

Proficient in Microsoft Word, PowerPoint, and Excel