

Jamie Erion

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Education

California Polytechnic State University, San Luis Obispo

Experience Industry Management: Hospitality and Tourism blended with Event Planning and Management

Relevant Coursework & Experience

Professionalism and Customer Experiences, Experiential Marketing, Convention and Meeting Management

Current Employment

Event Manager, Solage - Calistoga, CA

July 2024 - Present

- Meticulously organize and execute events from turnover to final bill to ensure all client needs are not only met but exceeded through detailed planning of event orders, on and off-site logistics, and vendor relations
- Foster strong relationships with clients through effective communication and guiding them to make effective decisions on their events, building trust through efficient follow up, and ensuring all necessary parties are continuously aware of any changes and updates
- Ensure all departments are prepared and aware of events taking place and their role in execution through effective use of communication tools and productive meetings

Employment History

Outdoor Pursuits Events Supervisor, Montage Big Sky - Big Sky, MT

November 2023 - April 2024

- Develop and implement innovative programming and Standard Operating Procedures for the Outdoor Pursuits department, specifically tailored to seasonal activations such as Ski School, Helicopter Tours, or Mountain Biking
- Boost revenue by creating and promoting programs through strategic collaborations with local vendors, cultivating robust partnerships to enhance our offerings
- Efficiently oversee a dynamic team of over 10 associates within the department, prioritizing seamless guest experiences during our diverse activations

Meetings and Special Events Coordinator, Montage Big Sky - Big Sky, MT

December 2022 - November 2023

- Communicate with internal clients to produce and execute specific events through creating and distributing Banquet Event Orders, Floor Plans, and Resumes
- Build specific SOPs within the Meetings and Special Events department to ensure proper communication to and from departments within the hotel
- Act as the liaison between the Meetings and Special Events team to all other departments within the hotel
- Assisted in the planning process of social and corporate groups ranging from 10 to 200 people

Activities Coordinator, Marriott Newport Coast Villas - Newport Beach, CA

June 2022 - November 2022

- Chosen by manager to participate in the planning and execution of seasonal holiday events
- Developed and maintained positive working relationships with others, gaining hands-on experience in service recovery and de-escalation of guest issues
- Performed assigned tasks within established time frame while maintaining an active presence in guest-facing areas, also complying with quality assurance expectations and standards

Event & Marketing Coordinator, Rugged Radios - Arroyo Grande, CA

June 2021 - May 2022

- Transformed "Team Rugged" into a comprehensive and strategic sponsorship program by establishing and nurturing partnerships with racers, brand ambassadors, and businesses
- Orchestrated the seamless operation of the 'Rugged Race Support' team at various races and trade shows, overseeing logistics, coordinating resources, and ensuring the provision of unparalleled support to participants.
- Innovatively developed booth layouts and captivating marketing materials, contributing to an enhanced brand presence and a growth in booth traffic.
- Managed the financial aspects of partnerships, including the timely payment of partnership and entry fees for trade shows, races, and expos, optimizing budgetary efficiency.
- Spearheaded negotiations and collaboration efforts with external entities, fostering strong relationships with key stakeholders and creating mutually beneficial opportunities for the organization.

Secretary, Erion Racing Inc - Anaheim, CA

January 2020 - July 2020

- Facilitated efficient scheduling of appointments for the employer, optimizing time management and ensuring timely execution of tasks
- Provided exceptional customer service by guiding clients to appropriate resources and addressing inquiries, contributing to a positive client experience.
- Utilized advanced Excel skills to create and maintain comprehensive inventory documents, ensuring accuracy and accessibility of essential information.
- Collaborated with cross-functional teams to streamline communication processes, enhancing overall efficiency within the company.

Cal Poly Athletics - San Luis Obispo, CA

September 2018 - June 2019

- Played a key role in the meticulous planning of the Mustang Corral Pre-Game Tailgate and the Mustang Corral Basketball Tent Reception, contributing to the success of these high-profile events and enhancing the overall fan experience.
- Proactively reached out to companies and vendors, successfully securing their enthusiastic participation in the special events. Cultivated and maintained strong relationships with partners, resulting in an increase in vendor engagements.
- Executed hands-on event coordination by overseeing the setup before events, ensuring all elements were in place for a seamless experience. Worked diligently during events, providing on-site assistance to guests, managing logistics, and addressing any unforeseen challenges.
- Received commendations for the efficient breakdown and post-event analysis, contributing to continuous improvement for future events.