

Khrishawna Tate

Event Designer

Port St. Lucie, FL

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Skills

Computer skills

Customer service

Microsoft Office

Communication skills

Hospitality

Cash handling

Windows

Supervising

Cashiering

Guest services

Event Planning

Time Management

Inventory Management

Event Designer with many years of experience and a strong background in customer service and team management. Demonstrates exceptional communication and organizational skills, ensuring seamless event execution and client satisfaction. Adept at multitasking and innovative problem-solving, aiming to elevate the client experience through creative and meticulously planned events.

Employment history

Aug 2022

Lead Event Designer

Next Weekend Productions, Inc at Oakland Park, FL

- Led design team to create memorable events, increasing client satisfaction and repeat business.
- Developed innovative event concepts.
- Ensured all events were delivered on schedule and within budget.
- Collaborated with vendors and clients to ensure seamless execution of event details.
- Implemented feedback mechanisms, leading to continuous improvement in event quality.

Sep 2020 - Dec 2022

Political Campaign Agent

Ecco Group USA at Remote

- Engaged voters through calls, ensuring participation in elections, enhancing voter turnout.
- Coordinated with team to achieve high voter engagement, demonstrating strong communication skills.
- Utilized persuasive communication to motivate voters, contributing to campaign success.

Jul 2015 - Oct 2019

Store Manager

Family Dollar at North Lauderdale, FL

- Managed employee schedules and delegated tasks, ensuring optimal store operations and customer satisfaction.
- Hired and trained new staff, enhancing team efficiency and reducing turnover.
- Conducted inventory checks and store resets, maintaining stock accuracy and a well-organized store layout.
- Resolved customer issues promptly, improving overall customer experience and store reputation.

Aug 2012 - Jul 2015

Customer Service Representative

Teleperformance at North Lauderdale, FL

- Handled inbound customer calls, resolving queries and complaints, maintaining high customer satisfaction.
- Resolved 90% of queries on first call, boosting customer retention by 15%.
- Achieved call handling targets and standards consistently.
- Contributed to overall account improvement through effective problem-solving.
- Enhanced customer service skills, leading to measurable improvements in customer experience.

May 2007 - Jul 2012

Appointment Scheduler

Contour Day Spa at Plantation, FL

- Scheduled and confirmed appointments, ensuring optimal daily workflow and client satisfaction.
- Processed online gift card and group bookings, enhancing customer convenience and service efficiency.
- Managed booking system, reducing scheduling conflicts and improving overall operational accuracy.

Education

May 2005

High School Diploma

Fort Lauderdale High School at Fort Lauderdale, FL

3.725 GPA

Courses

Apr 2024 - Apr 2024

Accredited Event Design

The Institute of Wedding and Event Design

Jan 2024 - Jan 2024

Crowd Management Training

National Association State Fire Marshal

