

Nicole

U.S. Citizen

Available evenings, weekends,



PROFILE

Dynamic and personable event professional with experience in guest engagement, event hosting, group leadership, and photography. Skilled in managing live events, public speaking, and coordinating groups of all sizes. Comfortable in high-energy, public-facing environments and adept at creating polished, professional experiences for clients and audiences.

CORE SKILLS

- Event Hosting & Microphone Presentation
- Public Speaking & Audience Engagement
- Stage & Program Coordination
- Group Leadership & Logistics Management
- Guest Experience & VIP Support
- Photography & Visual Branding
- Social Media & Event Promotion
- Professional Communication & Multicultural Experience

RELEVANT EXPERIENCE

Founder & Event Host / Tutor

| 2019 – Present

- Host and coordinate live educational and cultural events, including stage programs, performances, and recitals.
- Prepare participants for public presentations: wardrobe, performance coaching, and stage direction.
- Manage schedules, logistics, and guest interactions for both private and group events.
- Facilitate live engagement and maintain professional audience experiences.

Founder & Lead Photographer

████████████████████ 2019 – Present

- Provide event and portrait photography, including glamour headshots and live event coverage.
- Direct clients to achieve confident, polished results for marketing or personal use.
- Manage dynamic, high-energy environments while capturing professional-quality imagery.

Group Leader / City Experience Coordinator

New York City, USA | Summers 2022 & 2023

- Led and supervised groups of up to 40 participants through NYC tours.
- Coordinated all transportation (subway, public bus) and managed group logistics.
- Ensured smooth scheduling, guest experience, and participant engagement in fast-paced urban settings.

Event Promotion & Guest Services Intern

██ – Memphis, TN | Spring 2022

- Promoted events and performances to public audiences.
- Assisted with guest check-ins, front-of-house operations, and live event support.
- Supported social media promotion and documentation for marketing purposes.

Director of Youth Programs & Events

████████████████████ – Memphis, TN | 2019 – 2020

- Organized and executed events for groups of 30+ participants.
 - Managed event logistics, schedules, and volunteer teams.
 - Facilitated participant engagement, guest relations, and program promotion.
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Additional Experience

- Head Lifeguard & Instructor – [REDACTED]
 - Ambassador – [REDACTED]
 - Soccer / Basketball Coach – [REDACTED]
 - Camp Counselor & Volunteer – [REDACTED] Malaysia, Indonesia, Thailand
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EDUCATION

Associate Degree in Business – [REDACTED] College, Memphis, TN | 2020–2023

Psychology Coursework – [REDACTED] University, Boca Raton, FL | 2017

CERTIFICATIONS & SKILLS

- American Red Cross Lifeguard Certification
- Valid U.S. Driver's ID
- Photography & Visual Branding
- Social Media & Event Promotion
- Microsoft Word, Excel, PowerPoint