
Latonya Martin

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PROFESSIONAL SUMMARY

The dedication to the arts of any production is my full commitment. I am very professional and work in a timely manner. Multitasking and providing my Set managers with new and exclusive energy for the projects at hand is an honor. Proven leadership, skill set and welcoming atmosphere are above high standard.

Easily adaptable to fast-paced, high-pressure situations.

SKILLS

- Script Writing
- Upselling techniques
- Reservation coordination
- Banquet coordination
- Inventory management
- Critical thinking
- Budgets
- Employee training and development
- Team building
- Team Leadership
- Microsoft Excel
- Concentration
- Supervision
- MS Office
- Presentation skills
- Compliance standards
- Production Management
- Set Building
- Set Safety Guidelines Management

EDUCATION

High School - 2007

Justice Alma Wilson Seeworth Academy - Oklahoma City, OK

International Marketing - Associate of Arts - 2014

OSU-Stillwater - Stillwater, OK

WORK HISTORY

Host - April, 2012 to December, 2022

Candygirl Entertainment - Oklahoma city, OK

- Was in charge of event contracts, which included estimates, event profiles, and post-event summaries, among other things.
- Kept track of reservations, alerted servers and managers when large groups arrived, and set up seating.
- Informed servers of newly seated parties for quick service.
- Used [Software] to manage in-person and telephone guest inquiries, customer service requests, and reservation bookings.
- Conducted [Timeframe] dining room and server checks to determine whether the dining room and servers were ready for expected customer traffic.
- Kept track of the event's finances, including initial deposits, payments due, and balances at the end.
- Kept detailed payment records in order to complete up to \$[Amount] in cash and card payments each day throughout the shift.
- Assisted in the preparation of the dining room for upcoming special events, such as decorating and creating and printing special group menus using [Software].
- Cultivated positive guest relations by managing information and coordinating quick seating.
- Resolved guest and employee complaints to ensure complete customer satisfaction and workforce effectiveness.
- Coordinated [Number] events such as weddings, reunions, and corporate meetings across [Number] banquet spaces, ensuring that each client's needs were met.

Executive Assistant, Chief Executive Officer - August, 2013 to December, 2022

Candygirl Entertainment - Oklahoma City, Oklahoma

- Oversaw a complex annual meeting with [Number] presenters, [Number] international attendees, and a \$[Amount] budget that included livestream production, remote location arrangements, and senior executive accommodations.
- Greeted visitors as they arrived, determined the nature and purpose of their visit, and directed them to the appropriate locations.
- Organized successful conferences, which included all speaker and attendee travel, as well as facilities and support services.
- Was in charge of logistics, catering, agendas, and travel arrangements for the board of directors, president, and executive vice president's meetings and events.
- Helped to ensure that business operations ran smoothly by planning and organizing meetings and conferences, including conference calls.
- Improved productivity by streamlining operations and prioritizing tasks, allowing senior management to increase revenue by [Number]%.
- Managed the CEO's external contacts and kept track of the priority contacts' periodic communication needs.
- Was in charge of administrative functions, which included complex calendar management with a focus on proper executive availability allocation.
- More than [Number] [Industry] executives had their schedules organized and updated by me.
- Coordinated responses to emails and other correspondence to improve communication and streamline business processes.
- Kept executives informed about changing business needs by meticulously recording internal and client meetings.
- Was in charge of assigning executive tasks as well as managing complex calendars and administrative functions.
- Created accurate office files, updated spreadsheets, and crafted presentations to assist executives and increase team efficiency.
- Completed special objectives and projects in response to board member requests.
- Monthly invoices, reports, proposals, and other deliverables were all created using Quickbooks.
- Collaborated with senior management to launch new projects and provide support for various processes.