



Angela Berg

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## Summary of Qualifications

Enthusiastic event coordinator/graphic designer with keen business sense, understanding process, from creation to completion.

- Demonstrates particular talent for client-side engagement; captures clients' expectations and confidence.
- Seeks opportunities to streamline workflows and implement solutions to reduce labor needs, costs, and timelines.
- Thrives in deadline-driven environments, delivering projects on or under budget and adapts readily to fluctuating demands.
- Leverages positive outlook and collaborative approach to foster creativity and productivity within team.

## Core Competencies

customer service	sense of humor	diplomatic
client relations	self-motivated	organized
team player	independent	creative
work ethic	resourceful	flexible

MS Office Suite • Adobe software • HTML/XHTML • Acrobat • Mac and PC operating systems

## Experience

### Event & Media Manager/Tasting Room Host • Three Dudes Winery – San Marcos, Texas • 2013-Present

- Coordinate weddings, graduations, birthdays, showers, Greek parties and company gatherings from 25-300 people.
- Lead Event team with the goal of increasing number of events and income resulting in best quarter ever after my first year.
- Multi-task clients, complete bids, book reservations, organize time slots, delegate staff duties while keeping priorities in check.
- Maximize efficiency, respond quickly to clients, customize each event with attention to detail and estimate accurate cost.
- Set-up and clean-up of catering for events under 50 guests. Work with catering staff for those over 50 guests to ensure quality.
- Plan and promote Three Dudes Winery in-house and public events. Coordinate dates and book musical acts within budget.
- Create an experience, make the general property inviting with daily/weekly cleaning of tasting room, bathrooms and venue.
- Maintain inventory of event and tasting room supplies. Order on-line and run errands to pick up needed supplies.
- Voted "Best Winery in Hays County" after my first year by the great people of San Marcos, *San Marcos Daily Record*.
- Make day of event changes and split decisions to create solutions not of the original plan ensuring 100% guest satisfaction.

"She was the best! I'd give Angie 6 stars if there was an option to rate her individually and if Yelp would allow me..."

- Sarah Ryan, Bride, <http://www.yelp.com/biz/three-dudes-winery-san-marcos>

### Programming Director • AIGA Austin | the professional association for design – Austin, Texas • 2012-2013

- Research venue rentals and amenities within budget and lock down dates and times for AIGA events.
- Plan activities for events, line up speakers and tours that provide pertinent benefits to over 400 local members.
- Communicate pre-planning and event tasks with board members, volunteer coordinator and volunteers.
- Attend monthly board meetings and additional meetings discussing and making decisions to better our organization.

### Programming Chair • AIGA Austin | the professional association for design – Austin, Texas • 2011

- Plan the logistics for AIGA events including catering, adult beverages, and discounted venues.
- Coordinate designers, in-kind paper and printing donations for AIGA Austin's 2011 annual report.
- Collaborate with President, Vice-president and secondary Programming Chair to set up vendors for annual trade show.
- Promote events online, in local print, by mail, e-mail, and at other AIGA events resulting in continuing record attendance.
- Contribute to an increase in our numbers to an all time high membership, reaching 400 members in 2011.

### Gallery & Office staff • ClayWays Pottery Studio & Gallery – Austin, Texas • 2011-2013

- Practice customer service balancing client questions and inventory location increasing gallery sales by 20%.
- Maintain student registration, organize message book, and book customer requests for parties and private lessons.

### Developmental Art Teacher • Project Clay Play – Austin, Texas • 2011-2012

"Angie's caring nature engages our students. Her professionalism is outstanding."

- Kelly Hill, Executive Director

### Graphic Designer • Priceless Legacy Company – Dallas, Texas • 2009

"Angie's addition to the team contributed to great success ... a sincere respect for her energy, drive and general spirit of cooperation. In every regard, an exemplary team member."

- Peter Gudmundsson, CEO

### Graphic Designer/Production Artist • QuestCorp Media Group – Richardson, Texas • 2008

"Angie made an instant - and positive - impression on everyone at QuestCorp."

- Victor Horne, President

### Graphic Designer/Production Artist • SignPro – La Crosse, Wisconsin • 2006-2007

"Angie's outgoing personality and excellent people skills made for super customer service..."

- Jim Warsinske, Manager

## Education

B.S., Graphic Design • Viterbo University • 1997 | Web Certification • Western Technical College – La Crosse, Wisconsin • 2006

25 years of customer service

## Professional Affiliations

North Texas Cactus and Succulent Society newsletter • 2008-2010 / Austin Cactus and Succulent Society newsletter • 2012-2013