

CHARLOTTE STACK



EXPERIENCE

INTERNAL EVENTS MANAGER

Columbus Museum of Art | Mar 2019 - Oct 2020

- Oversaw all events and programs hosted by the Columbus Museum of Art (CMA)
- Managed over 200 events ranging from black tie galas that raised \$500,000+, to intimate artist lectures that celebrate the Columbus community
- Planned and executed all elements of each event including staffing, ordering rentals, coordinating and negotiating with vendors, catering and bar, A/V, floor plans, and day-of logistics
- Worked closely with different departments to execute a clear vision and achieve desired outcomes
- Gained proficiency with essential event planning software such as ReServe and Social Tables
- Produced and directed cooking demo videos to help promote CMA's Schokko Cafe
- Developed and created museum-wide policy outlining standards and procedures for internal events compared with external events
- Partnered with Learning department on the growth and rebranding of public programs
- In response to COVID-19, created the first ever processes and policies for virtual events in addition to working with a team to write new policies and guidelines for the health and safety of all event guests for in-person experiences.

OFFICE MANAGER & EXECUTIVE ASSISTANT

Center for International Policy | May 2017 - Jan 2019

- Suggested and coordinated catering, venue, event layout, program, guest lists, invitations, event staffing, vendor payments, donation collections, and post-event follow-up for all CIP events and meetings
- Kept up to date files on all vendors, invoices, reimbursements, personnel, and interns
- Coordinated and kept track of President's daily schedule, priorities, and appointments, monitored President's email to highlight important messages and anticipate needs
- Single-handedly designed new website with Wix, created report template with Adobe InDesign, and established organization-wide branding standards and policies
- Managed CIP's phone lines, master calendar, and general email, responding to requests for meetings, interviews, and more information as needed
- Created quarterly e-newsletter disseminated to 6,500+ subscribers
- Offered technical support as needed and maintained office space

US AND UK RECRUITER/REGIONAL DIRECTOR

International Student Volunteers | Aug 2015 - Feb 2016

- Traveled extensively throughout the U.S. and U.K. to successfully recruit 50+ students to participate in self funded volunteer abroad programs
- Marketed and promoted programs to thousands of students from 30+ universities around the world through grassroots, direct, and social media marketing
- Organized and hosted large informational meetings multiple times a week for interested students and professors
- Followed up with past leads to achieve high application-to-participant conversion rates
- Worked closely with participants in the U.K. and remotely with participants throughout Europe
- Acted as point person for non-U.S. based participants as only Regional Director to be appointed to this position outside of North America
- Responded to requests for information with interested participants
- Recruited, trained, supervised, and managed on-campus team members

CONTACT

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EDUCATION

- B.A. in International Studies, Concentration: European Studies
- Service Chair and President of the Journey campus ministry. Co-led a mission trip to Jamaica to work with underserved families, handled administrative responsibilities, mentored new students, and planned and coordinated service opportunities for students

AWARDS & CERTIFICATIONS

- ServSafe Manager ©
- Presidential Scholarship for academic achievement

PROFICIENCIES

- Square, Clover POS systems
- Canva
- Google Business Suite
- Wix platform and content design
- Social Tables
- ReServe Cloud Catering and Banquet Software
- Podcast recording
- Video direction