**Nicole Wiggins**

North Vancouver, BC

778-237-2311

nicole.cove946@gmail.com

**Skills**

- Worked in fast paced environments

- Organized

- Fast learner

- Hard working

- Dependable

**Education**

**La Salle College Vancouver (formerly The Art Institute of Vancouver)** Oct 2016- Dec 2017

**Hospitality and Business Management Diploma Program**

**(Focused in Event Management)**

-Food Safe Level 1 and Serving It Right

-Learned basic culinary skills

-Event Planning/Hospitality courses (destination management, event design,

event production, catering and banquet operations, etc)

**Seycove Secondary High School, North Vancouver** 2010-2015

-High school diploma

**Work Experience**

**Banquet Server**

Seymour Golf and Country Club, North Vancouver Aug 2017- Present

-Set up and take down banquet room for all types of events

(tables, chairs, linens, cutlery)

-Serve guests food and beverages at events

**Room Monitor**

UBC Nest, Conference & Expo May 6, 2017

**Barista**

Starbucks, North Vancouver Sept 2014 – June 2017

-Working in a fast-paced environment

-Helped manager train new employees

-Made a variety of drinks

-Memorized regular customers orders

**Snack Shop Server**

Seymour Golf and Country Club, North Vancouver Aug 2015 - Nov 2015

-Served drinks and food and Aug 2016 – Oct 2016

-Opening and closing operations

**Volunteering**

**School Practicum at the Sutton Place Hotel Vancouver, Oct 4th, 2017- Dec 15th, 2017**

* 99 hours throughout the 3 months in their catering office working with the Event Managers and Coordinator
* Learning all about catering and events at the hotel
* Typing up menus for upcoming events
* Created a wedding check list
* Looking over Banquet Event Orders
* Creating floor plans
* Looking over invoices

**Rugby Canada game at BC Place stadium, Canada VS All Blacks, Nov 3rd, 2017**

* Volunteered

**Western Living Magazine Awards Night, September 21st, 2017**

* Registration
* Handed out magazines

**Epic Events, Wedding in Langley, September 15th, 2017**

* Helped set up a wedding happening the next day
* Put together name tags
* Put tables and chairs in place
* Helped hang up décor

**KidSafe Golf Tournament at UBC Golf Club, Aug 16th, 2017**

* Volunteered at hole #8 giving out candy bags
* Sold raffle tickets at registration desk

**Sutton Place Golf Tournament at Furry Creek Golf Course, July 17th, 2017**

* Volunteered at Pals Autism Society hole #4
* Made Caesar drinks for golfers
* Sold 50/50 raffle tickets

**Lynn Valley Days, June 16th and 17th, 2017**

* Hosted by the Lynn Valley Lions Club
* Volunteered for 2 hours during the gala dinner
* Volunteered for 3 hours at the carnival

**Parkgate Community Centre, December 2014 – Present**

* Youth action committee
* Planned community events for youth

**References available upon request**