Danielle Renee Schmidt  
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SUMMARY OF QUALIFICATIONS  
  
•Excellent analytical skills – researched numerous events for articles Many different media events in Hollywood, Journalism Convention 2011, College Sporting Events 2009- 2013 (baseball, football, soccer, basketball, etc.)  
•Strong Communication Skills Verbal and Written – published work:  Norco High School Newspaper, The Norco Voice, RCC Viewpoints  
•Strong organizational skills – worked as Sports Editor of Viewpoints and clerical work for The Justice Center  
•Customer Service skills – worked directly with public in various businesses  
•Strong interpersonal skills – conducted various interviews with Celebrities, college coaches, and college students for articles  
•Computer proficient – Microsoft, Word, Excel, MAC, adobe photoshop, etc

•Leadership experience/ managed team members

PROFESSIONAL EXPERIENCE  
  
Internship San Bernardino Valley College: Assistant Sports Specialist/Clerical  
December 2011 to November 2015  
•Researched and Compiled data for published articles  
•Wrote and publish article: JC Basketball playoffs January 2012 -SBVC Online Newspaper  
•Worked as Sports Editor for SBVC web page  
  
Internship Viewpoints Newspaper: Sports Editor  
2009, 2010, 2011  
•Conducted Celebrity Interview – Johnny Depp, Gore Verbinski, Ilsa Fisher, Abigail Breslin Feb2011  
•Wrote and publish article: 'Rango' Feb 2011 and Riverside City College Viewpoints  
•Researched and Compiled data for article published : March 2011  
•Worked as editor for RCC Viewpoints

Crown Plaza Hotel

Sales Coordinator

January 2024- Present

* coordinate all leads
* communication with clients daily
* vendor management
* handled contracts
* sales - quarterly goals
* Data entry
* Sales and marketing

Sheraton Park Hotel

Social Catering Manager

February 2023 - December 2023

* full planning and “Day of” options
* communication with clients daily
* vendor management
* handled contracts
* sales - quarterly goals
* Data entry
* Sales and marketing
* conducted venue tours
* serve guests during dinner service

Wedgewood Weddings

Catering Manager

March 2021 - February 2023

* full planning and “Day of” options
* communication with couples daily
* vendor management
* handled contracts
* running all social media platforms
* sales - quarterly goals
* Data entry
* Sales and marketing
* conducted venue tours
* event coordination
* serve guests
* bartend when needed

Belle Vie Events

Owner

June 2018 - March 2021

* weddings
* birthdays
* corporate meetings
* ladies’ nights
* marketing/ran social media for my own business
* full planning and “Day of” options
* all forms of communication managed with couples
* vendor management
* venue contract assist

Schmidty’s Garage

May 2016 - April 2021

Service Writer

714-593-4094

* social media/marketing advertisement
* employee interactions/public relations
* Corporate event planning
* digital reputation manager
* phone calls

Dave and Busters

June 2012- May 2016

Bar Manager/ Sever/ Bartender

909-987-1557

* cash handling
* managed staff
* scheduling
* food orders/bartending
* private events
* corporate events

BJs Brewery

April 2013-june 2015

Server

951-271-3610

* cash handling
* managed staff
* scheduling
* food orders/bartending

Tilted Kilt

January 2012 - July 2014

Server

* cash handling
* managed staff
* scheduling
* food orders/bartending

EDUCATION

•Riverside City College:  Sports Journalism / Communications (2009 - 2014)   
•Norco High School 2005-2009 Graduated ​​​