

ELIZABETH ANN GABRIEL

210.438.2949 | gabriellelizabethann@gmail.com

PROFESSIONAL EXPERIENCE

Occasio Productions

Houston, Texas

Event Planner / Branding Associate / Client Guest Concierge

January 2018 to January 2020

- Managed overall event elements-venue selection, contract negotiation, theme development, event design, guest list review/RSVPs, branding, overall budget, day of event execution
- Designed and branded an event from initial brainstorming, website design, stationary design, day of event branding-welcome gifts, step and repeat, custom décor elements, napkins, drink presentation, favors, thank you gifts
- Managed the planning process of multiple events congruently while maintaining requests and wishes of clients at all times
- Acted on behalf of clients to actualize their best interests and goals of each events' purpose; conferred with clients constantly
- Served as guest concierge-organized travel, hotel stay, meeting schedules, spa appointments, and other special requests
- Planned and executed informal and formal cocktail receptions and dinners, large and small corporate meetings/weekends and social parties with various themes and purposes

Tampa Bay Rays

St. Petersburg, Florida

Fan Experience Intern

February 2017 to October 2017

- Assisted in hiring, training, scheduling, managing, and counseling a staff of 300 on daily in-stadium activities/games relating to the operational success and experience of the fan's environment inside the ballpark
- Collaborated with multiple departments-marketing, community outreach, corporate sponsorship- to create seamless execution of over 80 games and events to ensure a quality fan atmosphere
- Troubleshot potential problems within the ballpark to provide a desirable experience for all fans and their requests
- Involved in multiple aspects of events and event management for Tropicana Field
- Helped coordinate theme nights to facilitate an enjoyable experience for fans
- Performed various office work including copying, organizing meetings, and organizing extensive season long spreadsheets

The University of Alabama Student Recruitment Team

Tuscaloosa, Alabama

Football and Admissions Offices

January 2014 to July 2016

- Worked directly with Head Coach Nick Saban and Assistant Coaches conducting Official and Unofficial visits, summer camps, game day events, and lunches for numerous potential athletes, special guests, and prospective students
- Promoted the beneficial opportunities at the University of Alabama to seek commitments to the University of Alabama
- Assisted in logistics: create schedules, special events, and experiences for students and their families to guide them through the recruitment process
- Office work in both offices becoming comfortable with Microsoft Office and multitasking in a high pressure, fast-paced environment
- Entrusted with confidential documents and privileged information in the VIP recruitment process

EDUCATION

University of Alabama

Bachelor of Science in Commerce and Business Administration

Business Management, 2017

ADDITIONAL EXPERIENCE

Hartwell Marina and Boat Sales

May 2016-August 2016

October 2017-January 2018

Alamo Bowl

Fan Experience Intern

Winter Break 2015

Kappa Alpha Theta

Bylaws Committee

Alumni and Foundation Liaison

January 2014-January 2016