



Kate Howard

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 (214) 205-2218

 4105 W 73rd St Prairie Village, KS, 66208

EDUCATION

UNIVERSITY OF ARKANSAS

Fayetteville, AR

B.A. Communications (Dec 2014)

ADDITIONAL SKILLS

Advanced in all Microsoft Office Programs

Proficient in Social Media Platforms

Strong Time Management

Sales Skills

Client Relationship Management

Effectively and Efficiently Prioritize Multiple Tasks

Adaptable to Changes in the Work Environment

REFERENCES

ROBB PETITT, Regional Director of Marketing, Tradition Senior Living

(512) 771-0734 - rpetitt@thetradition.com -

Former Director

MAGGIE BROWN, Social Program Director, Tradition Senior Living

(214) 964-9335 - mbrown@thetradition.com -

Former Director

RACHAEL STARR, Human Resources Director, Pinnacle Mountain Homes

(970) 406-1928 - starrach@outlook.com -

Former colleague

PROFESSIONAL EXPERIENCE

ASSISTANT SOCIAL PROGRAM DIRECTOR

Tradition Senior Living, Dallas, TX / Sep 2019 – Nov 2019

- Plan monthly social calendar for senior residents
- Oversee and manage meeting schedules for 250+ residents
- Create social budget for F&B department
- Coordinate and communicate with 100+ vendors
- Oversee day-to-day community activity schedule
- Coordinate and plan offsite events

MARKETING AND LEASING ASSISTANT

Tradition Senior Living, Dallas, TX / Aug 2018 – Nov 2019

- Field and direct marketing calls
- Provide detailed community information to prospective residents
- Work closely with operations, maintenance, and housekeeping departments
- Coordinate move-ins/outs with operations
- Work with VP of Communications to edit, proof, and file all marketing materials for 8 communities
- Oversee and prepare pre-lease paperwork

SALES AGENT

Pinnacle Lodging, Breckenridge, CO / Aug 2017 – Aug 2018

- Manage reservations for 150+ high end properties
- Auditing/reporting guest contracts
- Correspond with outside wholesale management companies
- Process sales for VisitBreck, Pinnacle Lodging, and Mountain Vacations
- Process sales from outside wholesale management companies

CUSTOMER SERVICE & FRONT DESK AGENT

Pinnacle Lodging, Breckenridge, CO / May 2016 – Aug 2018

- Check in and out over 120,000 guests annually
- Manage needs of guests & communicate with them during their stay
- Manage work orders for maintenance team
- Manage housekeeping schedules for 150+ high end properties
- Handle guest feedback, on-boarding for new properties & linen inventory reports

