

HELENA HAMMOND

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## Summary of Qualifications

**Driven Professional** with focused, detail-oriented mind and proven leadership experience. Brings ideal blend of both thorough academic background and qualified, real-world execution. Presents above & beyond interpersonal skills, performs well under pressure, and quickly becomes an asset to any growth-oriented team.

### *Proficient in*

MACROMEDIA DREAMWEAVER ■ ADOBE PHOTOSHOP  
MS WORD ■ POWERPOINT ■ EXCEL ■ ACCESS

## Professional Experience

TRIPSTOPPIN ADVENTURES

Claremont, California

### **Trip Manager** / **Head Representative**

2006 – Present

- Promoted 2006 ZSU Ski Trip; recruited to manage *and* promote 2007 ZSU Ski Trip.
- Developed logistical framework for complex transportation arrangements (i.e. all flights and buses) for 700+ students traveling from Southeast Washington to Telluride, CO and Copper Mountain, CO.
- Teamed with resort / property managers to ensure satisfaction and safety of all attendees.
- Strategized with other student coordinators and resort representatives to develop promotional events.
- Analyzed most profitable practices and promotional events from 2006, then re-fashioned and re-implemented them for even higher yields in 2007.

### **KEY ACHIEVEMENTS**

- ▶ Broke company records for attendance two years in a row (1,100 attendees in 2006 and 1,200+ in 2007).
- ▶ **Exceeded company expectations by 25%**, achieving **\$600,000 in sales** for 2007.

DELTA ZETA GAMMA SORORITY

Seattle, Washington

### **President**

2005 – 2006

- Elected to highest sorority office by popular vote of 110 active members.
- Managed all daily operations and served as spokesman for one of ZSU's largest student organizations.
- Leveraged extensive alumni network through cold calling, mailing campaigns, and special events; efforts **yielded highest dollar-amount contribution total in over a decade**.

HAPPY'S BAR & GRILL

Tacoma, Washington

### **General Manager**

2005 – Present

- **Oversees 25+ employees** in daily operations of multimillion-dollar establishment **voted "Bar of the Year"** by ZSU student body in 2006.
- Maintains computer point-of-sale software; operates and maintains surveillance system.
- **Designed, maintains, and promotes company website** to keep client population informed of events.
- Counts, sorts, and deposits cash revenue; monitors weekly inventory while proactively maintaining supply.

## Education / Involvement

SEATTLE STATE UNIVERSITY

Seattle, Washington

### **Bachelor of Science, Finance**

2007

Overall GPA of 3.6 ■ History Minor ■ Dean's List ■ Chancellor's Honors ■ Phi Kappa Phi

- ▶ Selected by Dean to run entire ZSU Greek Rush (2005), managing student staff of 30+ members.