

# Misty McCoy

## Seasoned Project Manager with great communicative skills

Mesa, AZ 85213

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602.828.7546

Authorized to work in the US for any employer

## Work Experience

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### Event Manager

Arizona Grand Resort - Phoenix, AZ

August 2016 to July 2019

Arizona Grand Resort

- Systematically establishes, builds and maintains positive relationships with clients
- Establishes a positive and professional presence and rapport with internal and external customers, While responding in a timely manner
- Assists with catering sales site inspections as required and conducts tastings/planning sites as Needed
- Designs and upsells events that meet the client's needs while being creative, while maintaining Profitability
- Creates all Banquet Orders, resumes and Diagrams for each event, then reviews with client(s) And ensures timely completion
- Communicates with Sales, Front Office, and Reservations in order to coordinate guest room blocks and special reservation needs
- Coordinates activities of various departments to service accounts
- Interfaces with outside vendors as needed
- Facilitates all wedding ceremonies, catering & Conference functions
- Liaises with accounting to collect all payments for events
- Follows-up with client(s) after function to ensure customer satisfaction, addresses any challenges and solicits rebooking

### Administrative Assistant

Queen Creek Campus and Men's Ministry - Gilbert, AZ

February 2011 to February 2016

Central Christian Church

- \* Handles multiple responsibilities in an accurate manner with a high degree of initiative
- \* Coordinate team conferences, retreats and other travel arrangements
- \* Maintain Pastor's Expense accounts and other reimbursement records
- \* Assist in managing Pastor's calendar, scheduling, phone requests and emergency situations
- \* Schedule events in Service U for the team
- \* Schedule bulletin announcements, Maintain Web updates
- \* Oversee promotion of Events, Marketing and getting media
- \* Manage Benevolence requests and Cash Pro banking responsibilities

## **Store Manager**

Unit Couche-Tard - Phoenix, AZ

2007 to 2009

- Leadership and Management while maintaining excellent Site Relationships.
- Securing and Maintaining Vendor Relationships.
- Training and Development involving great communication with Employees, Training and Managers for District.
- Organization and Planning with Financial accountability and forecast to maximize Sales & Net Profits Increasing sales by 20% weekly.
- Keeping Inventory Audits less than 1%.

## **Training and Service Coordinator Southwest**

Training Systems, Inc

2005 to 2007

Tucson/Phoenix/Albuquerque

- Set up and train new districts on safety and sanitation following FDA guidelines.
- Maintain 165 existing accounts in 11 Districts across the State of Arizona.
- Problem solving needs and assessing information in a timely manner.
  - Coordinated reports to corporate office and directors on a daily basis using multi -media facets.
  - Worked independently from home office.
  - Performed monthly site visits using compliance surveys regulated by county health inspectors reviewed documentation with managers, directors and administrators.
  - Worked with Non-toxic environmentally safe pre-packaged chemicals following MDS, OSHA HACCP regulations. Certified Food & Sanitation Training Manager.

## **Dietary Manager**

Mesa Public Schools - Mesa, AZ

1992 to 2005

Trained and supervised 15 adult employees and 50 student workers in 7 different serving areas campus.

- Coordinated facilities use and catering services for special events within the Community, Body, Student Council, SIAC Association and District.
- Maintained daily production records of compliance with the Federal School Breakfast/Lunch
- Provided service and support to 7 elementary schools.
- Monitored labor hours and scheduled staffing within budgetary allowances.
- Developing creative menus and forecasting inventory needs for a large student body and staff.
- Performed monthly inventory of supplies and products as well as yearend inventory of kitchen equipment that was verified by district auditor.
- Maintained relationships with Vendors, Administration, Parents, Students, Staff, Maintenance and School Board.
- Promoted the SLP with Marketing, Promotions and Contests

## Education

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## **Dietary Nutrition/Restaurant Manager in Hospitality**

Central Arizona College - Coolidge, AZ

## **Associate in Marketing**

Scottsdale Community College - Scottsdale, AZ

### Skills

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- Microsoft Office Suite, Outlook, Delphi, (7 years)
- Waitress & Bartender
- Proficient April 2019 Measures a candidate's ability to calculate and determine the accuracy of financial data. Full results: [https://share.indeedassessments.com/share\\_assignment/b-7l-u5n3qqurgng](https://share.indeedassessments.com/share_assignment/b-7l-u5n3qqurgng) First Aid
- Proficient April 2019 Measures a candidate's ability to identify treatments for common medical emergencies. Full results: [https://share.indeedassessments.com/share\\_assignment/o-eue1bjopturvpp](https://share.indeedassessments.com/share_assignment/o-eue1bjopturvpp) Teamwork: Interpersonal Skills
- Highly Proficient April 2019 Resolving disputes, solving team problems, and understanding nonverbal cues. Full results: [https://share.indeedassessments.com/share\\_assignment/kbeetgg6zmdfszkx](https://share.indeedassessments.com/share_assignment/kbeetgg6zmdfszkx) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.
- Notary Public (10+ years)

### Awards

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#### **Louise Sublette Regional Award-Highest Award Given in SNA**

July 2001

#### **School Nutrition Association Professional Growth Conference Speaker**

June 2002

### Certifications and Licenses

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#### **Food Safety Manager**

August 2018 to August 2021

#### **Title 4**

Present

#### **Grief Counselor**

February 2014 to Present

#### **Prison Ministry**

February 2019 to Present

#### **Precious Pearls Women's Ministry Leader**

May 2015 to Present

### Groups

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#### **Made for More Queen Creek**

2011 to 2016

**American Diabetes Association RIPS's Bad Ride**

2011 to 2013

**Adopt a Family Outreach**

2012 to Present

**Salvation Army Christmas Decorating Director Phoenix Convention Center**

September 2014 to December 2016

**Salvation Army Serving- Thanksgiving & Christmas**

November 2013 to Present