

LINA ILEKIS

773.910.6941 • Darnestown MD 20878 • lmilekis@gmail.com • linailekisphotography.zenfolio.com

PROFESSIONAL EXPERIENCE

Special Events Coordinator, Part-Time

May 2012-Present

Decatur House on Lafayette Square, The White House Historical Association, Washington, D.C.

- Site supervises 75+ events with various scopes and purposes, event size ranges from 50-300 guests.
- Assist with facility concerns, ensure policies and regulations are adhered to; conduct pre- and post-event walk-through.
- Manage all vendors including planners, caterers, rental companies, florists, photographers, and entertainment.
- Provide exemplary guest relations to ensure a positive experience for clients and guests.
- Conduct museum tours, and site visits to prospective clients.

Owner & Photographer, Contractor

June 2006-Present

Lina Ilekis Photography, Chicago, IL & DMV metro area

- Motivated, self-starter who effectively manages a small business.
- Develop loyal client base through marketing/networking events, design and maintain own website.
- Specialize in: portraits, engagements, weddings, corporate functions, and mitzvahs.

Events Coordinator & Site Supervisor, Full-Time

June 2011-May 2012

Metropolitan Center for the Visual Arts, VisArts, Rockville, MD

- Planned and implemented 120+ events, event size ranged from 5-300 guests, with various scopes and purposes; generated \$80K in FY12 by securing 50 new clients.
- Managed and marketed several events spaces, coordinated site visits with potential clients, and vendors. Worked closely with facilities to make sure event spaces had proper setup and amenities.
- Worked closely with Events Director to develop site rental policies/procedures for Events Department.
- Executed RFP's, drafted client contracts/preferred vendor list, collected and processed payments, invoices and requests for deposit refunds/refund letters, updated client database, managed website for event department/master event calendar, and assisted with A/V equipment.
- Supported Events Director to develop and execute marketing strategy for event promotion; maintained and updated all marketing materials, and communication activities related to events department.
- Attended networking/industry events, and seminars to raise visibility of the venue, meet new vendors, and develop new client relationships.
- Photographed events and marketed event spaces through social media/networking sites: monthly E-blasts, and E-newsletters.
- Responsible for internal events, coordinated community outreach/volunteer events, and provided a positive work environment.

Wine Tasting Room Assistant, Part-Time

June 2011-September 2011

Crushed Cellars Winery, Purcellville, VA

- Provided a welcoming environment to guests; conducted wine tastings.
- Focused on food preparation and sales of food/merchandise.
- Stocked and maintained bottles/merchandise for inventory and sale.

Winery Tasting Room Assistant, Part-Time

April 2011-June 2011

Loudoun Valley Vineyards, Waterford, VA

- Ensured guests had a positive experience at the winery/vineyard, by providing excellent customer service.
- Assisted with set-up for winery special events, coordinated wine tastings/sales, and accommodated guests needs.
- Maintained bottles for inventory and sale; maintained tasting bar and winery.

Program Assistant, Contractual, Full-Time

January 2010-July 2010

Montgomery College (Rockville Campus), Rockville, MD

- Served as Office Administrator, supported the Coordinators/High School Programs Director. Worked closely with the Office of Admissions, and The Financial Aid Office.
- Managed the database of registration/financial aid, processed 50+ applications per day, coordinated student appointments for assessment testing, prepared testing materials, responded to student requests for program information, and supervised student assistant.
- Responsible for department purchases, budgets, and maintained department website content.
- Coordinated monthly meetings with various departments, scheduled, reserved, equipped meeting spaces, created distribution of meeting materials, coordinated catering, and organized local travel.

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Administrative Assistant, Contractual, Full-Time

September 2008-December 2009

Montgomery College (Germantown Campus), Germantown, MD

- Provided direct assistance to VP/Provost & Directors. Created presentations; coordinated the publication of campus marketing materials, and informational brochures on campus developments.
- Designed components of the 2008 and 2009 annual reports.
- Photographed campus events and buildings for promotional materials for the campus, organized, and maintained photos of campus events.
- Served as the student liaison for the office, coordinated campus visits, attended to visitors/VIPs, and led tours.
- Worked without supervision, scheduled internal/external conference calls, staffed events on campus, updated website with event communications, coordinated event participation, created event materials, supervised catering, registered guests, and responded to guests needs/concerns.

Office Manager, Full-Time

August 2007-August 2008

Ilekis Associates, Chicago, IL

- Supervised office, wrote general communications, managed filing system, coordinated travel, managed website, and reception.

EDUCATION

University of Maryland University College, Adelphi, MD, Part-Time

In progress

Graduate Certificates, Non-Profit & Association Management; Marketing

Courses taken:

- Academic Writing for Graduate Students, summer 2011
- Introduction to Graduate Library Research Skills, spring 2011

Columbia College, Chicago, IL

Graduated 2006

Bachelor of Arts in Photography

Minor in Marketing

ADDITIONAL SKILLS

- Content Management System Training for Departments, Montgomery College *2010*
- Banner Navigation Training-administrative software, Montgomery College *2010*
- Microsoft Office Suite
- Adobe Acrobat, Photoshop, Dreamweaver
- Eventbrite, EventWire, Constant Contact, Cvent, E-Show FTP Software, Website Maintenance

MEMBERSHIPS & VOLUNTEER EXPERIENCE

MES, Metro Event Specialists, DC metro area

SESMA, Special Event Sites Marketing Alliance, Washington, DC

Germantown Oktoberfest, Germantown, MD-Committee Member, volunteer