



Stella Beck

Academic and Recruiting Events Manager

☎ (608) 555-4172 ✉ stella.beck@example.com

🌐 linkedin.com/example/stellabeck 📍 Madison, WI 53703

STRENGTHS

- 📅 **Event orchestration**
A crowded academic calendar became workable through shared milestones, clear owners, and practical backup plans.
- ♥ **Guest care**
Visitors received thoughtful support from arrival through departure, including access needs, dietary details, directions, and follow up.
- 👥 **Recruiting coordination**
Search committees relied on accurate Interfolio records, timely schedules, and polished candidate communications during active searches.
- ♥ **Financial stewardship**
Careful receipt reviews and vendor comparisons protected program budgets without taking warmth or quality from events.
- 🔧 **Cross functional partnership**
Finance, dining, facilities, IT and AV, and faculty partners stayed aligned through respectful coordination without formal authority.

SKILLS

Event management

Faculty recruiting Interfolio

Microsoft 365 Project planning

Calendar management

Travel coordination

Vendor management

Guest services Budget tracking

Expense reporting Procurement

Confidential records

SUMMARY

Academic events and **recruiting operations** professional with five years of experience coordinating **faculty seminars**, research presentations, conferences, candidate visits, executive guests, and professional learning programs. Manages overlapping calendars, invitations, RSVPs, travel, lodging, catering, facilities, accessibility needs, supplies, communications, and follow up with steady attention to guest experience. Uses Microsoft 365, Interfolio, databases, **event management platforms**, expense reporting systems, and practical digital tools to keep academic operations organized. Builds productive relationships with faculty, candidates, visiting scholars, senior leaders, vendors, finance, **IT and AV**, facilities, dining, and administrative partners. Handles confidential records with discretion, anticipates scheduling risks, and resolves service issues independently. Brings thoughtful coordination, inclusive service, and sound financial administration to academic programs that depend on trust, accuracy, and timely communication.

EXPERIENCE

Academic Events Coordinator

Lakeshore University 📅 July 2024 - Present 📍 Madison, WI

Coordinates a year round portfolio of faculty seminars, research presentations, candidate visits, and **academic conferences**. Owns event logistics, recruiting workflows, financial records, visitor support, and partner coordination across concurrent academic programs.

- Unified faculty seminars and candidate visits in **Microsoft 365** calendars, reducing conflicts across concurrent academic programs.
- Built scholar itineraries with travel, lodging, catering, accessibility, and AV details, creating welcoming arrival experiences.
- Administered **Interfolio** candidate records and interviews, giving **search committees** timely materials and accurate visit schedules.
- Reconciled receipts and **expense reports** against budgets, surfacing exceptions early for informed program decisions.
- Resolved room, transportation, AV, and schedule changes onsite, preserving service quality for speakers and candidates.
- Coordinated finance, dining, facilities, **IT and AV**, and executive office partners through milestone reviews and checklists.

Program and Guest Services Specialist

Summit Professional Learning Institute 📅 October 2021 - June 2024 📍 Milwaukee, WI

Managed executive education, professional workshops, recruiting programs, and visiting speaker events. Connected participants, presenters, vendors, and senior client representatives through clear communications, careful records, responsive guest service, and disciplined budget administration.

- Managed executive learning sessions with presenters, vendors, and senior clients, keeping delivery aligned with program goals.
- Created invitation and RSVP communications with **lodging**, access, directions, and follow up details, reducing guest questions.
- Maintained participant and vendor records in **databases** and event systems, supporting reliable schedules and deliverables.
- Coordinated **procurement**, **catering**, rooms, supplies, and printed materials across overlapping programs with changing requirements.
- Processed invoices and reimbursements against approved budgets, identifying lower cost sourcing options without reducing service quality.
- Handled visitor calls and sensitive inquiries discreetly, routing issues accurately and supporting timely leadership decisions.

Academic Programs Assistant

Riverbend College 📅 September 2020 - September 2021 📍 La Crosse, WI

Stakeholder communication

Accessibility support

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Academic Events
Coordinator at Lakeshore
University (2.2 Years)
- Program and Guest Services
Specialist at Summit
Professional Learning Institute
(2.7 Years)
- Academic Programs
Assistant at Riverbend College
(1 Years)

Supported faculty lectures, departmental workshops, student programs, and guest visits through scheduling, purchasing, communications, room readiness, records, and service coordination. Improved recurring workflows so program staff could locate current information quickly.

- Prepared lecture schedules, room reservations, materials, attendance records, and service requests for faculty programs.
- Maintained shared calendars and deadline trackers, identifying conflicts before changes affected speakers or attendees.
- Prepared purchasing requests, supply orders, expense records, and event files under established college procedures.
- Drafted guest confirmations, directions, agenda updates, accommodation requests, and post event correspondence for clear communication.
- Tested presentation technology with campus teams, documenting backup arrangements for time sensitive academic sessions.
- Revised recurring checklists and digital files, helping incoming staff locate templates, contacts, schedules, and vendor details.

PROJECTS

Faculty Seminar Operations Calendar 📅 2024

Created a consolidated planning framework for recurring faculty seminars, linking invitations, rooms, catering, AV, guest needs, and follow up. Shared schedules helped academic partners coordinate service details earlier.

Candidate Visit Service Workflow 📅 2023

Mapped candidate visit steps across Interfolio, travel, lodging, interviews, expenses, and committee communications. Clear handoffs gave search partners a consistent experience during busy recruiting periods.

LEADERSHIP & AWARDS

- Recognized by academic program leaders for dependable coordination of high touch faculty seminars and candidate visits.
- Received team recognition at Summit Professional Learning Institute for calm guest service during last minute program changes.
- Selected to maintain shared event templates and operating checklists used by incoming academic programs staff.

EDUCATION

Bachelor's Degree in Communication Studies

University of Wisconsin La Crosse 🎓 GPA: 4.0 📅 2020 📍 La Crosse, WI

Coursework: *Organizational communication, event communication, interpersonal communication, project planning*

CERTIFICATIONS

- Microsoft 365 Fundamentals 📅 2025
- Event Management Foundations 📅 2023

TECHNICAL SKILLS

- **Microsoft 365:** Outlook, Excel, Teams
- **Collaboration Platforms:** SharePoint, Microsoft Teams, Outlook
- **Recruiting Systems:** Interfolio, applicant tracking systems, candidate records
- **Event Management:** Event calendars, RSVP tools, registration platforms
- **Database Platforms:** Participant databases, vendor records, recruiting databases
- **Financial Administration:** Expense reports, invoice processing, budget tracking
- **Travel Operations:** Domestic travel, international travel, lodging
- **Guest Services:** Visitor reception, accessibility accommodations, dietary accommodations
- **Event Production:** Catering, facilities coordination, meeting rooms
- **Audio Visual Support:** Presentation testing, room technology, backup arrangements

- **Office Operations:** Procurement, supply ordering, workspace organization
- **Communication Tools:** Invitations, agendas, follow up correspondence

PROFESSIONAL AFFILIATIONS

- Member, Association of Collegiate Conference and Events Directors, sharing practical ideas for inclusive academic guest services.
- Member, Professional Convention Management Association, contributing to conversations about event operations and attendee experience.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST