

Carlos Rodríguez

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Education

Master of Science – Hospitality Management

University of Houston, Conrad N. Hilton College, Houston, TX

December 2018

Bachelor of Science in Kinesiology – Sports Administration

University of Houston, Houston, TX

Minor in Business Management

August 2014

Work Experience

Event Planner Intern, Blakely Advocacy Institute – University of Houston Law Center, Houston, TX

August 2017 – May 2018

- Assisted in coordinating and hosting two Blakely Advocacy Institute competitions and the Annual Advocacy Banquet.
- Logistics planning, event management and ensured the efficient running of all events.
- Assisted the program manager with student advocacy competition team travel.

Visiting Clubhouse Manager, Sugar Land Skeeters Baseball Team, Sugar Land, TX

April 2015 – April 2017

- Supervised the visiting clubhouse assistant.
- General cleaning of the visiting clubhouse after every game and thorough cleaning of the visiting clubhouse after every home stand.
- Laundered visiting staff and player's uniforms/personal items.
- Provided excellent customer service and hospitality to all of the visiting team staff and players.
- Operational maintenance of the visiting clubhouse as needed.

Special Events Operations Assistant, Sugar Land Skeeters Baseball Team, Sugar Land, TX

April 2014 – October 2015

- Logistics planning, event management and ensured the efficient running of 160+ special events annually with over 500,000 attendees.
- Sold clients on the venue by conducting tours of the various event spaces and providing them with all information necessary about the venue, event spaces, rental options and date availability.
- Worked closely with potential and existing clients to book, organize and successfully execute their event.
- Executed room layout and audio/visual equipment set up in accordance to the Banquet Event Order and/or the client's direct wishes.
- Operational maintenance of the facility as needed.
- Assisted other departments with a variety of tasks that also enabled me to learn new systems and concepts.

Head Manager, University of Houston Men's Basketball Team, Houston, TX

August 2012 – March 2014

- Led a team of up to four individuals where tasks and team duties were delegated and supervised.
- Inventoried and organized approximately 900 pieces of basketball equipment and clothing for player and staff distribution.
- Aided in placing equipment and clothing orders through Nike.
- Worked closely with the Director of Basketball Operations in organizing and marketing four summer basketball camps with an average attendance of 65 campers per camp.

Other Work Experience

AdvoCare Independent Distributor

September 2016 - Present

Banquet Server at The Westin Houston, Memorial City

October 2015 – August 2017

Skills

- Proficient in Mac OSX, Windows, Microsoft Word, PowerPoint, and Excel; some experience in Adobe Photoshop
- Ability to perform and multitask under pressure while meeting deadlines.
- Detail oriented leader who ensures his team efficiently completes necessary tasks.

Certifications

- Cvent Supplier Network

Honors

- Magna Cum Laude
- Phi Kappa Phi
- Royal Rangers Gold Medal of Achievement

Activities

- National Association of Catering and Events
- National Association of Collegiate Basketball Managers
- National Society of Leadership and Success
- Golden Key International Honour Society
- National Society of Collegiate Scholars