

Ann Marie Knorr
3912 Rauch Street, Harrisburg PA, 17109
(717) 441-4363
amknorr2010@yahoo.com

Experience:

Holiday Inn Harrisburg East, Harrisburg, PA
Event Manager

October 2006-Current

- *Over 5 years' experience in hotel event planning
- *Contacting clients for event details including room set up, menu options and technical needs
- *Creating banquet event orders and floor plans for various events
- *Organizing additional requirements through the use of outside vendors

Whitaker Center for Science and the Arts, Harrisburg, PA
Special Event Manager

August 1999 – July 2006

- *Over 7 years' experience in special events & performance management
- *Managed over 1400 concerts and theatrical productions in various sized venues
- *Negotiated contracts for travel and hotel accommodations for visiting performers
- *Supervised an usher core of 100 volunteers

Freelance Experience:

Performing Arts Director

Steelton- Highspire High School, Steelton, PA

January 2008-Current

Tulpehocken High School, Bernville, PA

September 1998-November 2004

- *Developing the artistic vision through script and character analysis and design
- *Collaborating with the production staff and designers to develop high production values
- *Supervising up to fifty students and ten adult volunteers
- *Increasing production budget by 50% through active marketing and advertising

Strengths:

Superb Customer Service Skills
Experienced in a negotiating contracts
Creative Solution Person
Attention to Detail

Education:

Penn State University, Capitol Campus, Middletown, PA
Bachelor Degree, General Humanities

Central Penn Business School, Summerdale, PA
Associate Degree, Mass Media