

Megan Romano

Event Management Student

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Personal Statement

I am an enthusiastic, hardworking person, who is always motivated to go the extra mile to complete tasks and provide the best service. During my time spent working in environments such as café work and volunteering, I have gained experience in dealing with hundreds of people every day. As I have a strong work ethic, I have developed my interpersonal skills and I feel very comfortable in my approach and communicating with members of the public. I work well under pressure, as I have had experience working during extremely busy times in my previous employment at Coast Cafe. I am also a good team player, working as part of a team has been a crucial part of past work experience in all my jobs and being able to cooperate with all kinds of people is something I do well. I also work equally well on my own. I always embrace the opportunity to learn new skills and welcome any chance for my abilities to grow and develop.

Experience

Local Aid – Buddies Volunteer

September 2014 - December 2014

Worked with young people who have severe learning disabilities and challenging behavior.

Coast Café - Waitress

September 2014 - January 2017

Waitressed, catered, customer service and cash handled.

Walkabout Swansea - Bartender

February 2016 - September 2016

Served refreshments and served alcohol.

Lextan Uplands - Salon Assistant

June 2018 - April 2019

Cash handling, receptionist, customer service, key responsibilities and deep cleaning.

Tesco Distribution Centre Avonmouth - Warehouse Operative

July 2019 - Current

Operated trucks and controlled 'goods'.

Skills

- General housekeeping
- Interpersonal skills
- Teamwork
- Communication skills
- Customer service

Education

Bishop Vaughan Catholic School

2008 - 2014

12 GCSE'S ranging from C - A, including an A in art.

Gower College Swansea Tycoch Campus

2015 - 2017

PASS grade at BTEC level 3 in Travel and Tourism.

University of Wales Trinity Saint David

2017 - Current

Currently on my third year of studying a BA in Event Management.

Interests

I am an outgoing individual who always enjoys finding something interesting to do. I have an interest in art, drawing, and sketching. In my spare time, I like to socialise with friends and often attend local music events and festivals. I also have a passion for reading magazines and online articles as I like to update my knowledge of the latest fashion and makeup trends.

Cover Letter

Dear Sir/Madam,

I am currently studying Event Management at university in Wales and I would appreciate the opportunity if you could consider me for an internship.

It is my passion to work in the event industry and I would love for a business, such as yours, to help me get a placement knowing I'd enjoy and deliver tasks accordingly. I also have all the qualifications necessary to excel in a hospitality position. My current education course at university has provided me with the opportunity to manage events, budgets, deadlines, and schedules. I have previously coordinated a variety of events in 'Coast Café', such as birthdays and baby showers; some catering up to 300 individuals with minimal supervision.

I have excellent communication skills and a lot of experience in customer service. I feel I will be a great intern for the Hilton Hotel advertised on your website 'YummyJobs', due to my previous skills working with a diverse population including organization members, volunteers, event attendees, and co-workers. I am accustomed to working weekends and after-hours in all previous jobs, as it is necessary for the event industry.

I am confident that my abilities and passion for events and hospitality make me a successful and capable intern. I would love the opportunity to hear back from you to discuss my candidacy and qualifications. Thank you for your time and consideration.

Kind regards,

Miss Megan Romano.