

ITALIA MOORE

CONTACT

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EDUCATION

LOYOLA UNIVERSITY NEW ORLEANS

Major in Public Relations
Minor in Music Industry Studies
2016-2019

SKILLS

- Planning and Organization
- Interpersonal Skills
- Objection Handling
- Team Management
- Community Engagement
- Relationship Development
- Social Media Management
- Lead Generation
- Academic Writing
- Critical Thinking
- Project Management

REFERENCES

MADISON VESSELS

Director of Business Development at Batch
Former Direct Manager
madison@letsbatch.com || 203-856-5741

EMMELINE JOHNSTON

Director of Sales and Events at Coppervine
Former Direct Manager
emmeline@brechtelhospitality.com || 504-715-7770

JENNY CRAIG

Asst. Entertainment Teams Manager at New Orleans Pelicans
Pelsquad Coach
jenny.craig@pelicans.com || 504-572-7707

ABOUT ME

Multifaceted young professional with a multitude of transferable skills, a well-organized nature, and strong attention to detail. Energetic and versed in serving as a critical first touch point for prospective clients and customers and setting the tone for any communicative processes. Willing to adapt and take on new tasks to support a team and work together to help business succeed.

WORK EXPERIENCE

EVENT COORDINATOR

Satchel Events (2021-Present)

- Assessed events overall success and submitted findings for future planning.
- Oversaw day-of execution for wedding events and other social gatherings
- Oversaw event set-up and tear-down, ensuring all elements were executed according to plan.

SALES DEVELOPMENT REPRESENTATIVE

Batch (2023-2024)

- Conducted thorough prospecting to build solid pipeline of sales
- Participated in regular sales team meetings, providing updates on lead generation efforts, and maintained clear and open communication with the sales team to foster goal achievement.
- Scheduled meetings for account executives with qualified leads, ensuring smooth handoffs.
- Consistently met or exceeded monthly quotas for generated leads and scheduled appointments.

EVENT MANAGER

Coppervine. (2022-2023)

- Ensured seamless coordination between sales, operations, and catering teams during event planning process.
- Negotiated contracts with clients, ensuring favorable terms for both parties while maximizing revenue potential.
- Established relationships with key clients and maintained regular communication for repeat business.
- Debriefed and prepared staff for events.
- Adapted spaces, staff workflows and plans for conferences, private events

HEAD DANCE TEAM COACH

Ursuline Academy (2020- Present)

- Assesses dancer progress through regular evaluations and provides constructive feedback.
- Manages the scheduling of lessons, rehearsals, workshops, and events for the dance program.
- Offers support in resolving conflicts between team members as they arise during practice sessions.
- Organizes and leads rehearsals to prepare students for performances and competitions.