

Irene Park

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Experience

Server, Rooftop at the Standard Hotel, Los Angeles, CA 2012-PRESENT

- Trendsetting, landmark hotspot catering to a upscale, global clientele
- Primary responsibilities include:
 - Executing sophisticated & personalized experiences for VIP guests, including list-only pool party events, as well as for the general public
 - Delivering unique private event experiences, including catering & banquet services as well as communicating brand messaging, for major brands such as Moët & Chandon, Red Bull, PricewaterhouseCoopers, & GameSpot

Server, California Pizza Kitchen, Pasadena, CA 2010-2012

- Leading regional, Flagship store specializing in California fresh cuisine dining experience
- Primary responsibilities include:
 - Providing flawless guest experience through seamless execution of brand specific sequence of service in high traffic location
 - Playing informal role as Lead Server by overseeing the closing of restaurant, mentoring new servers in adopting menu items and company culture & policies, and assisting colleagues during rush periods
 - Ranking high in internal company-determined overall satisfaction scores (OSS) on a monthly basis through suggestive selling and increasing guest check averages
 - Scoring 100% in secret shopper report as well as maintain high scores in customer satisfaction surveys regularly
 - Receiving commendation from Managers, General Manager & District Manager on a regular basis

Marketing & IT Associate, New Global Travel Service, Los Angeles, CA 2009-PRESENT

- 40 year old boutique travel agency customizing personal & business travel as well as specialty international tours
- Primary responsibilities include:
 - Acting as liaison to President & CEO in all customer and employee related matters
 - Designing & updating company website with current information and creating tour package information for clients
 - Communicating proposal and contract terms with vendors and clients

Associate Director, Changing Our World, New York, NY 2006-2009

- Leading international consulting firm, a subsidiary of the Omnicom Group company, providing personalized solutions in all areas of fundraising and philanthropy
- Primary responsibilities included:
 - Managing grant portfolio from request for proposal to final reporting, evaluation, and research on behalf of corporate clients such as Altria Client Services Inc.'s Youth Smoking Prevention department, which exceeds \$20 million annually
 - Expertly handling funds from donors like Wal-Mart and the Bill & Melinda Gates Foundation for Communities In Schools' intricate re-granting portfolio
 - Supervising and administering the implementation of US Avon Hello Tomorrow Fund for lifetime of program, which involved collaborating with Avon Global headquarters, public relations firm, Bragman Nyman Cafarelli, celebrity judges, winners, and applicants; reviewing many of the more than 8,000 applications and ultimately helping award more than \$500,000 to individuals in 36 states who are engaged in compelling, highly-impactful projects that empower American women and girls

Associate Strategist, The Seiden Group, New York, NY 2005-2006

- Privately owned advertising and marketing agency with local, national, & international clients
- Primary responsibilities included:
 - Identifying trends and researching product categories to formulate strategic recommendations for clients
 - Collaborating with brand teams to develop marketing brand strategies to strengthen existing products and develop new products under new and existing brands for clients include Bayer Consumer Care: Aleve, Bayer Aspirin, One-A-Day, & Flintstones

Education

University of Pennsylvania, Philadelphia, PA 2005
Bachelor of Arts in Communication, Minor in History

Skills

Technology: In-depth working knowledge of Microsoft Office Suite (including Excel and PowerPoint), Adobe (Photoshop, PageMaker, and Acrobat), Certified Google Advertising Professional, and web design and HTML programming

Language: Fluent in Korean & conversant in Spanish

Interests: Writing, reading, traveling, surfing, running, volunteering, cooking, and dining

Travel: Germany, Canada, Mexico, Korea, Japan, Italy, France, Spain, Costa Rica, England, Grand Cayman, St. Martin, Aruba and various states across the US

California Food Handlers & L.E.A.D Training certified