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Sarah Nicole Campbell

Conference & Events Accounts Executive

CONNECT

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" Personable , Driven , Organized . "

■ <https://about.me/sarahnicolecampbell>

- <https://www.facebook.com/sarahnicolecampbell>
- <https://www.instagram.com/sarahnicolecampbell>
- <https://www.facebook.com/enchantedeventsofoklahoma>
- <https://www.twitter.com/sarahnicolecampbell> ... [+ more](#)

EXPERIENCE

Conference & Events Accounts Executive

[Enchanted Events of Oklahoma](#)

Norman

Jun 2014 - Currently

Event Planner, Event Designer, Event Marketer, Event Staffing, Publicist, Account Executive, Brand Ambassador, Recruiter, Merchandising Representative, Visual Merchandising, Quality ... [+ more](#)

EDUCATION

Bachelor's Degree in Public Relations

[University of Oklahoma](#)

Parrington Oval, Norman

August 2004 - December 2007

Non University Certificate/Diploma in Event Coordinating

[QC Event Planning School](#)

September 2010 - March 2011

Associates degree in Performing Arts

[Oklahoma City Community College](#)

South May Avenue, Oklahoma City

August 2002 - May 2004

Non University Certificate/Diploma in Certified Wedding Consultants

[2150 W Northwest Hwy ste 114-1039, Grapevine, TX 76051, USA](#)

July 2015 - August 2016

SKILLS

- ✓ Catering Service
- ✓ Creative and Entrepreneurial Spirit
- ✓ Customer and Service Focus
- ✓ Decisive
- ✓ Demonstrate Products To Customers
- ✓ Enthusiastic and Passionate
- ✓ Excellent Verbal and Interpersonal Skills
- ✓ Execute Strategic Plan
- ✓ Fast-Paced Experience
- ✓ Flexible Work Schedule
- ✓ Fluent in English
- ✓ High Ethical Standards
- ✓ Hiring / Seasonal Hiring
- ✓ Implement Training Programs
- ✓ Inventory and Shrink Management
- ✓ Inventory Management
- ✓ Local Marketing
- ✓ Maintain Budgets
- ✓ Menu Development
- ✓ Merchandising Execution
- ✓ Microsoft Office
- ✓ Money Handling
- ✓ Motivate Staff
- ✓ Onboarding
- ✓ Online Ordering
- ✓ Organizational and Analytical Skills
- ✓ Other
- ✓ Performance Management
- ✓ Point of Sale
- ✓ POS Systems
- ✓ Presentation and Organization
- ✓ Profit and Sales Generation
- ✓ QuickBooks
- ✓ Sales and Catering
- ✓ Social Media
- ✓ Staff Scheduling
- ✓ Succession Planning
- ✓ Take Initiative
- ✓ Team Scheduling
- ✓ TIPS Awareness
- ✓ TIPS Certification
- ✓ Training Experience
- ✓ Visual Presentation

AVAILABILITY

- ⊖ Anytime
- ⊖ Full Time
- ⊖ Part Time

GALLERY

- Member-PRSAOK-Public Relations Society of America (Current)
- Member-ERK-Event Planner's Association
- Member-IES-International Special Events Society
- Member-NACE-National Association of Catering & Events
- Member-APNGP-American Planning Association Oklahoma Chapter
- Member-NPAP-OKC Young Non-Profit Professionals Network of Oklahoma City (Current)
- Member-the Art's Council of Oklahoma City

Events / Campaigns / Tours:

- Kevin Durant Nike N7 promotional campaign hunt MKTG Promo Co. production for the Road news)
- Dove products promotion
- Sauve product promotion
- Clutter product demonstration promotion
- 1 Child product promotion
- PEOPLE LIVE "Makeover" Event Tour (people magazine)
- Entertainment-Event Marketing Events (Organize managed event, recruited event staff, & promoted)
- Clear State Concert-Diamond Ballroom
- Family Force Fall Concert-OU Student Union
- Shiny Toy Guns Concert at Diamond Ballroom
- Grid House Music Promotions for Ballroom
- Clique make up in store promotional event

- Organized, managed, & managed all aspects of event from design to execution
 - Created menu, event pricing, & implemented my own ideas for event games, entertainment, & event staging layout
 - Graphic design-Created daily event signs, power point slides, flyers, & promotional material for vendor shows
 - Assisted the Special Events Director on all clerical, organizational, & creative work.
- 02/15/2005-03/22/2013 IMA Energy Company Oklahoma City, OK
Executive Assistant/Engineering Technician
- Conference & event organizer / Special projects manager
 - Spreadsheets, data entry, accounts receivable payable logging
 - Assisted the Land, Geology, Accounting, Engineering, & the Owner

My Career Links

- <https://www.linkedin.com/in/katiehicks-sambell-2472a279>
- www.facebook.com/katiehicks-sambell/
- www.facebook.com/newfoundadvertising/

Special Events (Customer reviews available)
Wedding Planner/Coordinator/Consultant/Producer-manager
Children's Birthday parties
Wedding Showers
Baby Showers
Book Clubs
Church Events
Anniversary parties

Health Fair Events:
Private Health-Health Insurance Events
Nursing & Health Expo Instructor/promoter/recruiter
Home & Garden Expo-Event Planner
Spirit Fair- La Quinta Inn Promoter/organizer
Oklahoma State Fair- Booth Promoter

- Engineer - see newfoundadvertising.com reports & steering reports
- Oil Well Drilling Technician/well planner - Maps/Schematics
- Assisted with public relations & recruiting
- 10/29/2006-05/10/2007 - Advertiser- McQueen Advertising Oklahoma City, OK
Chairman's Executive Assistant
 - Reviewed resumes & recruited employees
 - Coordinated & planned events
 - Planned corporate Christmas parties & gifts

Current Freelancing - Business Work

- 06/2013 Current - Enchanted Events of Oklahoma (Enchanted Talent & Event Staffing)
Event Specialist/Brand Ambassador/Journalist/Visual Assistant
- Managing regional area campaigns/events
 - Event & Field staff recruiting
 - Market Researcher/Mystery Shopper Coordinating
 - Field to Store audio merch handling & pricing
 - Merchandise/Product Display Design & Staging
 - Daily, weekly, & monthly reporting & overview analysis
 - Residence Field Inspection (shop/hurry/online focus groups)
 - Event Marketing/Engagement Specialist/Product Demonstration/Product Testing/Product Reviews
 - Journalism/Blogging/Campaign & Creative Writing/Press Releases
 - Account Executive/Sales/ Customer Representative
 - Event Coordinating, Event Design/Strategist, Event Production/Directing
 - Promotional Model / Street Team Member
 - Regional Field Representing & Regional Field Management



Enchanted Events of Oklahoma
Journalist/PR Specialist