Daria Volkau

3732 Mark dr. Alexandria VA | 631 464 6730 |

daria.volkau@gmail.com

Experience

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| 02/2015- 05/2015 03/2013-01/2014 | Hostess/ Administrator , TOSCA restaurantWashington DC, USA* Managing floor map and client flow
* Serving as a primary liaison for private parties, including budgeting, menu creation, etc.
* Assigning various tasks to staff
* Assisting manager with schedule and other admin responsibilities

Event Manager,  UTS RussiaMoscow, Russia* Developed complete pitch books for corporate tenders: Budget, Travel Logistics, Activities, Accommodation.
* Presented to C level executives at large corporate clients.
* Coordinated on-site projects working directly with client participants, activity vendors, transportation providers, merchandise suppliers.
* Successfully completed projects in Turkey, Cyprus, China, Switzerland, Germany
* Emphasis on VIP clients with complex needs: yachts, helicopters, private jets.
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| 06/2012-02/2013 | Director of Special Events Department,  Story Invest CorporationMoscow, Russia* Supervised a team responsible for event concept development and implementation.
* Organized a number of successful conferences, roundtables and exhibitions with over 100 participants each.
* Contacted, procured and supported VIP keynote speakers for conferences, including travel arrangements, accommodation, activities.
* Supervised creation of pitch books, estimates and reports.
* Interacted with senior management to secure funding.
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| 01/2011-04/2012 | Assistant Producer,  Okey-Dokey ProductionMoscow, Russia* Controlled pre and post production development of commercials (concept, staffing, implementation, editing)
* Coordinated work of production and film crews on site (sets, models, costumes, etc.)
* Attracted new clients via networking and referrals.

Served as a liaison between principal and post production team, developed press kits and news blasts.  |
| 09/2008-12/2010 | Office Manager,  Cirque du SoleilMoscow, Russia* Provided logistical support for the premiers of “Varekai” and “Corteo” shows in Moscow, St. Petersburg, and Kazan.
* Coordinated press coverage for the events announcing Cirque du Soleil in Russia, commemorating Guy Laliberte’s (Cirque Du Soleil founder) space flight.
* Supervised communications and group travel between Moscow Office and the Head Office in Montreal, Canada.
* Assisted in procuring the vendors for the all of the marketing materials and oversaw the adherence to service level agreements.
* Conducted research/analysis and data mining on market trends to determine feasibility of CDS success in Russia.

Supported top level Cirque Du Soleil executives (General Director, Chairman) on their business trips: business correspondence, visa support, appearances schedule, transportation, accommodation and interpretation; |
| 10/2007-08/2008 | Project Coordinator,  International Chamber of Commerce RussiaMoscow, Russia* Communicated with international participants, peer chambers and keynote speakers.
* Supervised the development, editing and manufacture of all marketing collateral.
* Supported high-level VIP speakers and panelists on their business trips to Russia: business correspondence, visa support, meeting schedule, transportation, accommodation and interpretation.

Procured facilities for large scale business events, coordinated vendors, accommodation, and overall program. |
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| 06/2006-06/2007 | Front desk supervisor,  Hyatt Regency RiverfrontJacksonville, Fl* Managed reporting and client feedback.
* Resolved conflicts for clients.
* Training new hired stuff for the Frond Desk and phone services office
* Training at the: reservation, sales, guest relations, housekeeping, banquets, restaurant departments
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Education

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| 09/2000 – 06/2005 | Bachelor in Economics and Management,  Moscow State University of Design and Technology, Moscow, Russia |
| 09/2005 – 10/2006 | Executive MBA in International Hotel Management,  Institute Vatel, Nimes, France |