Daria Volkau

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Experience

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| 02/2015- 05/2015  03/2013-01/2014 | Hostess/ Administrator , TOSCA restaurant  Washington 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 Russia  Moscow, 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. |
| 06/2012-02/2013 | Director of Special Events Department,  Story Invest Corporation  Moscow, 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. |
| 01/2011-04/2012 | Assistant Producer,  Okey-Dokey Production  Moscow, 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 Soleil  Moscow, 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 Russia  Moscow, 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. |
| 09/2007-08/2008 | Project Coordinator,  International Chamber of Commerce Russia  Moscow, 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. |
| 06/2006-06/2007 | Front desk supervisor,  Hyatt Regency Riverfront  Jacksonville, 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 |

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 |