

Donna Katz

1845 Bellevue Way, Apt 139
Tallahassee, Florida 32304

Drk07@fsu.edu
Donnakatz89@gmail.com
305-467-5967

1000 W. Island Blvd, Apt 2009
Miami, Florida 33160

Education

Florida State University, Tallahassee, Florida

Bachelors of Science, Hospitality, May 2011

Major GPA 4.0

Cumulative GPA 3.4

Florida State International Program - Valencia, Spain

Spring 2010

- Business Communication
- Multinational Business
- Cultural Studies

Professional Experience

Executive Assistant, Miami Golf Therapy; Miami, Florida

May 2010 - August 2010

- Managed and coordinated customer bookings and appointments
- Organized Golf Professional's daily schedule and appointments
- In charge of Accounts Receivable - processed and recorded all payments

Manager in Training, Better Living Day Spa; Tallahassee, Florida

August 2010 – Present

- Various bookkeeping activities – account receivable, accounts payable
- Assisting customers throughout spa experience to ensure customer service
- Administrative duties – managing team of eight spa specialists

PR Assistant and Promoter, Evil Genius Records; Tallahassee, Florida

August 2008 – Present

- Promoted events and sold tickets
- Created decorative props – helped set up
- Worked the events – took care of guest artists, cashier

Memberships/Activities

National Society of Minorities in Hospitality (NSMH)

NSMH Regional Seminar Participant

November 2009

National Association of Professional Women – Active Member

Lunch With a Rotarian Participant

Fall 2010

North Florida Food and Wine Festival – Captain

September 2010

Women's Leadership Symposium – Participant/ Volunteer

September 2009

Ritz-Carlton Leadership Seminar - Naples, Florida

October 2009

NSMH Regional Seminar Participant

November 2009

Scholarships and Awards

Florida Bright Futures Medallion Scholarship

Deans List - Florida State University

Presidents List - Florida State University

Global Pathways Certificate

Skills

Trilingual – English, Spanish, Hebrew; currently learning French

Experience in development of Request for Proposal and analyzing Statement of Work

- Internet Based Company