Josie Herring

Denver, CO | (828)-773-5522 | josierherring23@gmail.com | https://www.linkedin.com/in/josieherring/

EDUCATION

University of Denver, Daniels College of Business — Denver, CO
Bachelor of Science Business Administration – Hospitality Management — Expected Graduation: June 2026

- GPA: 3.72 | Fall 2022 Hornbeck Scholar

PROFESSIONAL EXPERIENCE

Fritz Knoebel Events — University of Denver
Banquet Server — January 2024 – Present

- Service events ranging in size from 20 -180 people for internal and external corporate and private events
- Conduct set up and tear down procedures per banquet event order specifications for cocktail, plated, or buffet meals
- Took orders, prepared meals, and served food for customers in a quick-service casual restaurant setting
- Collaborate with kitchen staff to ensure that food is expedited promptly and efficiently, noting any dietary restrictions

White Wolf Lodge — Beech Mountain, NC
Cashier, Food Service Employee, Lodging/Event Assistant — January 2021 – September 2023

- Directed filing, reservation systems and paperwork for customer ski rentals to keep systems separate and organized.
- Managed the cash register on a regular basis for gift shop purchases, ski rentals, restaurant orders and lodge guests
- Took orders, prepared meals and served food for customers in a quick service casual restaurant setting

Carolina Ramble Productions — Boone, NC
Event Assistant, Music in the Valle — June 2022 – September 2022

- Organized and managed stage plots along with equipment for live music shows
- Directed show times and executed shows on a set schedule
- Coordinated with event venue staff and artists to streamline show times and execute events on schedule
- Collaborated with venue staff and partners to streamline hospitality resources for artists such as meals and beverages as needed

Acoustic Syndicate — Boone, NC
Merchandise Sales — January 2017 – December 2022

- Assisted band in merchandise operations during approximately 20+ shows in various venues while also learning innerworkings of event spaces and requirements
- Arranged merchandise inventory, handled all payment transactions and recorded sales for revenue reporting
- Demonstrated excellent customer service skills in fast-paced environment to increase sales

VOLUNTEER WORK

Swallow Hill Music — Denver, CO
Venue Volunteer — November 2023 – Present

Warren Haynes Christmas Jam — Asheville, NC
Donation/Door Attendant, Jam by Day — December 2022 & December 2023

Boonerang Music and Arts Festival — Boone, NC
Festival Volunteer — June 2023

- Worked in a fast-paced festival environment to deliver on artist and festivalgoer's needs
- Aided management with stage handing, artist hospitality and additional miscellaneous needs as they arose

LEADERSHIP & COMMUNITY ENGAGEMENT

National Society of Minorities in Hospitality – University of Denver Chapter — September 2022 – Present
Community Engagement Chair

DU Pollination Association — September 2022 – Present
Co-President

Fritz Knoebel LEAD Mentorship Program — October 2022 – Present
Protégé

SKILLS & CERTIFICATIONS

Computer: Microsoft Associate, Word, Excel and PowerPoint
ServSafe Food Manager and Advanced Alcohol Certified
Forbes Travel Guide Luxury All Standards Certification