

# Katie Suty, CMP, CTA

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## Work Experience:

- Experience Columbus January 2014-Present  
**Events Manager**
  - \* Coordinate plans and logistics for Experience Columbus and Greater Columbus Sports Commission special events
  - \* Develop timelines, budgets and manage outreach for events
  - \* Secure facilities and food & beverage, send RFPs, review contracts, manage onsite logistics
  - \* Coordinate and train staff and volunteers
  - \* Lead the Greater Columbus Events Council
  - \* Assist with public awareness and promotion of local festivals and events
  - \* Assist in planning employee events and outreach opportunities

November 2015 Employee of the Month
- SMG/Greater Columbus Convention Center February 2011-January 2014  
**Event Coordinator**
  - \* Serve as primary liaison between client and facility departments
  - \* Work together with Sales Managers and CVB to implement client contracts and concessions
  - \* Meet with and guide clients to plan and organize event based on contract and requirements
  - \* Coordinate room requirements, utilities, AV needs, and security for effective facility use
  - \* Prepare cost estimates and monitor final billing
  - \* Participate in weekly and quarterly staff meetings and city wide client welcome events

Winter 2011 Ambassador of the Quarter, May 2013 Ambassador of the Month

## Education:

Grand Valley State University, Grand Rapids, MI  
Major: Hospitality and Tourism Management, Meeting & Event Management  
Bachelor of Arts

## Key Skills:

- Strong organizational and time management skills
- Detail-oriented, excellent communication and customer service skills
- Knowledge of Microsoft Office programs, Adobe InDesign

## Certifications:

- Certified Meeting Professional, Convention Industry Council
- Certified Tourism Ambassador, Tourism Ambassador Institute

## Memberships:

- International Special Event Society, Member
- Columbus Young Professionals Club, Premium Member
- Veritas Community Church, Member

## Community Activity and Volunteerism:

- Columbus Clippers, Usher
- Columbus Independents' Day Festival
- Earth Day Columbus
- Columbus Gives Back
- Short North Gala
- NHL All Star Game festivities