

Angelita Chassé

Las Vegas, NV 89128/ (702) 416-1490/ angbusta@gmail.com

Coordinator-Business Solutions-Administrative Assistant

A goal and service oriented Administrative Assistant who has taken this job to the next level of leadership. Supports and motivates the team in time sensitive situations. Reliable for getting reports and projects completed in a timely manner.

Key Competencies and Skills

• Time Management • Customer Service • Event Planning • Inventory Management
• Hospitality • Communication • Business Administration • Teamwork •Excel •
Microsoft Office

Professional Experience

Furloughed then Laid Off due to Covid 19

March 18, 2020- Present

Catering/Banquet Administrative Assistant, Treasure Island Hotel & Casino Las Vegas, NV

October 11, 2010- March 17, 2020

- Assisted as a Banquet Supervisor in executing events from start to finish
- Processed Schedules, Meeting Room Set-Ups, and Daily packets for Managers, Servers and Bartenders.
- Input Gratuities, Commissions, Vacations request and Floaters in Excel and Kronos and submit to Payroll.
- Create and submit Fire Diagrams for Events over 300.
- Process reports such as OT Hourly Reports, Budget Weekly Reports, Financial Daily Reports, Forecasted and Actual Reports.
- Coordinated with vendors regarding inbound and outbound packages for upcoming events
- Order operational product from the Warehouse for daily events.
- Quarterly inventory of tables, linen, chairs and table covers for our department.

Catering Coordinator, Treasure Island Hotel & Casino Las Vegas, NV

July 11, 2005-October 10, 2010

- Assisted our Catering Director with coordinating Corporate, Social, VIP, Special Events and Wedding Receptions in AAA-Four Diamond Las Vegas Strip Property with 3,000 Hotel Rooms and over 35,000 Sq. Ft. of Meeting and Special Events Space.
- Followed-up on inquiries for potential business and receptions.
- Finalize Banquet Event Order forms with clients for upcoming events.
- Recommend menu items, audio visual, set-up and process daily and weekly distributions.
- Processed billing accounts which consist of collecting deposits, pre-payments and final payments.
- Coordinate with related departments such as Banquets, Audio-Visual, Accounting, Stewarding, Bakery, Garde Manger and Banquet Chefs to ensure a successful and well-executed event.

Education

Key Realty School-60 Hour Community Association Management- Pre- License Certificate	October 2020
21 Century Americana Real Estate School- 90 Hour Pre-License Certificate	June 2020
MGM/Mirage Leadership and Management	January 2009
Hospitality Institute of America- Hotel and Restaurant Management-Certificate	October 1989
Pearsall High School, Pearsall, Texas- Graduated	June 1989