

KENT WOOLRIDGE

EXPERIENCE

Snow Phipps Group, LLC

New York, NY

Office Manager
1/2009-Present

Manage & Train:

- Supervise and train support staff
- Create, implement and update administrative staff manual
- Coordinate with IT: Routine update / maintenance of employee workstations; onboard new hires
- Manage vendor relations: Negotiate contracts; procurement (equipment/office supplies/IT/telecommunications/hotels/restaurants/caterers/messengers/florists)

Office Assistant
2/2007-1/2009

Project Management:

- Annual Meeting: Oversee planning / logistics and gift selection for 150 high profile high-net-worth individuals and investors
- Contractors: Coordinate & liaise on all office buildouts to ensure on-time delivery
- Best Practices: Ongoing research & implementation of current industry standards and benchmarks
- Employee Events: Outings, holiday & birthday parties
- Coordinate offsite file archives as to industry & legal compliance regulations

Facilities Management:

- Office: Manage facility modifications & upkeep; field daily requests from employees & vendors; troubleshoot project and equipment issues
- Maintenance: Coordinate with building management to ensure prompt maintenance & facility response time & repairs
- Office Safety: Manage inspection and fire warden training; act as floor captain
- IT: Ensure upkeep & software updates of team members' home computers and laptops

Achievements:

- Customer Service: Recognized for delivering excellent service at all corporate events
- Cost-Savings: Establish guidelines to consolidate & streamline all office purchases to save \$110,000 during fiscal years 2012-2014

General Office Tasks:

- Ensure mail and copy rooms are stocked and organized and office area and kitchen are clean
- Manage Office Services: Coordinate document duplication and shredding
- Meeting rooms and catering set up

*Special Events
Consultant*
4/2006-12/2006

3LD Art & Technology Center

New York, NY

- Event Management : Organize grand opening parties
- Project Management: Manage outreach for late-night programming

Founder
1/2004-1/2006

Studio Connect

Brooklyn, NY

- Project Management: Organize events / art exhibitions & opening receptions/ dance parties
- Business Development: Initiate & establish entrepreneurial approach to generate new business using space as a photography rental studio

KENT WOOLRIDGE

EXPERIENCE

*Creative Project
Manager*
2/2001-12/2003

Team Sakura Art Project (T.S.A.P.)

- Project Management: Manage large-scale creative productions; organize logistics for art shows / live performances / video productions / photo shoots

New York, NY

EDUCATION

Master of Public Administration

Policy Analysis and Evaluation

City University of New York / Baruch College

Bachelor of Science

Tourism & Hospitality Administration

University of Massachusetts at Amherst

INTERNATIONAL STUDY PROGRAMS & PROJECTS

University of Paris, La Sorbonne, Paris, France

ESSEC/Cornell University, Cergy, France

Wako University, Tokyo, Japan

Rikkyo University, Tokyo, Japan

Baruch College/New York, NY

Thesis research travel grant to United Arab Emirates:

"Marketing to India - A Component of Abu Dhabi's Tourism Economic Development Strategy"

French language and civilization courses

Institute of International Hotel Management

Teaching Assistant, Social Sciences Department

Research Assistant, Tourism Institute

Weissman Center of International Business

SKILLS

Microsoft Office Suite (2007-2010)

LANGUAGES

French & Japanese (fluent); Spanish (basic)

INTERESTS

Interests: Cooking and entertaining, traveling, running, hiking, yoga