

Lauren Taft

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DaVita Kidney Care – Denver, CO | March 2024 – Present
Project Manager, Internal Events & Communications

- Spearhead the end-to-end planning and execution of large-scale corporate events and leadership offsites, overseeing all logistics such as hotel contracts, AV requirements, and complex rooming lists
- Manage and reconcile complex event budgets, successfully negotiating with external vendors, venues, and hospitality partners to optimize spend while delivering premium experiences
- Partner with cross-functional leadership to define event objectives, manage intricate project timelines, and deliver seamless corporate programs from conception to completion
- Orchestrate vendor relations and on-site logistics including catering, private dining, and team building activities to ensure exceptional operational flow, risk mitigation, and overall attendee satisfaction
- Direct internal communications and programming, producing and managing monthly Town Halls and leadership meetings to drive teammate engagement and ensure alignment with organizational goals

Shift Workspaces – Littleton, CO | June 2023 – March 2024
Community Manager

- Sustain company standards and create positive experiences for over 100 members through relationship building and thoughtful hospitality
- Promote meeting room sales through local outreach, and achieving average monthly sales goal of \$13,000
- Ensure daily building needs are met, including vendor management and technical troubleshooting in meeting spaces and private offices
- Manage the site weekly meeting calendar and center operational budgets

Peak Beverage – Denver, CO | March 2022 – June 2023
Client Sales Representative

- Establish and maintain strong relationships with clientele for private and corporate events between 50-1,000 attendees
- Ensure expert product and services knowledge of beer, wine, and spirit offerings for potential clients
- Exceed weekly and quarterly sales goals by generating and closing leads
- Manage timely completion of client contracts, including creation, signing, and service execution
- Partner with front-of-house operations team to deliver on-site event services as guaranteed by service contract

Tavernetta – Denver, CO | June 2021 – March 2022
Reservationist, Host, Server Assistant, Barback

- Coordinated reservations for all restaurant guests and supported event staff for large parties and event bookings
- Demonstrated best-in-class hospitality and customer service for guests at a James Beard-awarded restaurant

Hogsalt Hospitality Group – Chicago, IL | January 2020 – June 2021
Host, Server

- Coordinated front-of-house and back-of-house communications to ensure smooth dinner service for guests
- Managed reservations and coordinated special requests with servers and management

Agency EA – Chicago, IL | April 2018 – December 2019
Production Coordinator

- Assisted in producing large-scale personal events and corporate conferences and live performances for 300-5,000 attendees
- Partnered with Lead Producer on all event logistics, including venue sourcing, food and beverage vendors, giveaway vendors, and outsourced contract staffing for large-scale events
- Key clientele included Fortune 100 companies, Google, Intuit, Hilton, The Obama Foundation

The Peninsula Hotel – Chicago, IL | March 2017 – March 2018
Sales Coordinator

- Created proposals and contracts for potential clients for events of 500+ attendees at a 5-star hotel
- Prepared monthly financial reports to track revenue flow
- Hosted site visits to familiarize clients with venue and service specifications
- Coordinated with internal teams to ensure seamless event production and guest satisfaction
- Assisted Director of Sales, Group Sales Manager, and Transient Sales Manager to meet sales goals

SKILLS – Cvent | Corporate and Personal Event Planning and Management | Client Management | Customer Service | Yardi Property Management

EDUCATION – Roosevelt University, B.S. Hospitality & Tourism Management