Nela Smith

Hospitality Professional

CONTACT

720-270-5834

Nelahs2004@gmail.com

EDUCATION

Colorado State University
2023- 2026
Undergraduate Degree in Hospitality and Event Management | Minor in Business

CERTIFICATIONS

- *TIPS On Premise Alcohol Certification*
- *ServSafe Alcohol Certification*
- *ServSafe Food Protection Manager Certification*

SKILLS

- *Banquet & Catering Service*
- *Ticketing & Will Call Management*
- *Marketing & Social Media Management*
- *Customer Service & Guest Relations*
- *Event Operations & Logistics*
- *Event Planning & Coordination*

REFERENCES

Christina Minihan
Professor & Mentor
Christina.Minihan@colostate.edu

Avery Martin
Boss for CHHS Deans Office
970-491-6952
Avery.Martin@colostate.edu

WORK EXPERIENCE

May 2023 - Present El Camino Community Tavern

Server & Food Runner

- *Provided exceptional guest service and support in a high-volume restaurant.*
- *Coordinated with kitchen and service staff to ensure efficient operations.*
- *Prepared beverages and maintained clean, organized work areas.*

May 2025 - Present Colorado State CHHS Dean's Office

Communications and Multimedia Assistant

- *Managed Instagram, Facebook, and LinkedIn content and engagement.*
- *Created digital content through photography, videography, Canva, and Venngage.*
- *Produced photo and video coverage of students, faculty, and events.*
- *Collaborated with faculty and staff to promote programs, events, and student achievements.*

January2025 - Present Colorado State Lory Student Center

Catering Chef and Bartender

- *Prepared meals for events of varying sizes in fast-paced environments.*
- *Maintained food safety and sanitation standards.*
- *Provided bartending services and check IDs for events.*

January 2025 - May 2026 Colorado State FSHN Department

Teacher Assistant & Student Leadership Team

- *Supported classroom instruction and graded assignments.*
- *Promoted the Hospitality and Event Management program through social media.*
- *Collaborated with community partners to expand student opportunities.*
- *Mentored students and supported program engagement.*
- *Created a content caldendar and lead my team in content creation.*

May 2025 - November 2025 Argus

Security Guard

- *Ensured guest safety by enforcing venue regulations and safety procedures.*
- *Provided exceptional customer service in high-volume event environments.*
- *Assisted attendees with directions, questions, and event policies.*
- *Supported smooth event operations through effective crowd management.*

Event Experience

Event Staff - Portland Waterfront Blues Festival | July 2026

- Assisted with event setup and art directing for a large-scale outdoor music festival.
- Managed will call operations, distributing tickets and credentials to attendees.
- Provided guest assistance and answered questions in a high-volume environment.

Event Planner & Setup Assistant - Bat Mitzvah Event | 2025

- Assisted with event planning, setup, and execution.
- Coordinated décor placement, room setup, and event logistics.
- Helped ensure a seamless guest experience throughout the event.