ALEX STRASHEIM

HOSPITALITY/EVENT MANAGEMENT

CONTACT

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SKILLS

Operations

- Venue Logistics
- Vendor Coordination
- Talent/DJ Cueing
- Load-in/Load-out

Guest Relations

- Conflict Resolution
- Registration/Check-in
- Client Liaison
- Billing

Technical

- Microsoft Office (Excel, Word, Outlook)
- Momentus
- Social Tables

CERTIFICATIONS

TIPS On-Premise Alcohol Server Certification
2025 - 2028

ServSafe Food Protection Manager Certification
2026 - 2031

EDUCATION

BACHELOR OF SCIENCE
HOSPITALITY AND EVENT MANAGEMENT

Colorado State University, Fort Collins, CO
Expected Graduation: Fall 2026

WORK EXPERIENCE

COMMUNITY DESK ASSISTANT/ OPERATIONS ASSISTANT
Colorado State University - Fort Collins, CO
August 2024 – Present

- Provide welcoming guest services while managing check-ins, check-outs, and resident needs.
- Coordinate mail, records, and daily front-desk operations in a fast-paced environment.
- Resolve guest and facility concerns by communicating with university departments and staff.

INTERN – EVENT COORDINATOR
The Ranch Events Complex - Loveland, CO
May 2026 – August 2026

- Planed and executed public and special events, including venue setup, event layouts, staffing, parking, and guest logistics.
- Coordinated with event organizers, vendors, and internal teams to support smooth event operations.
- Utilized Momentus event management and layout software to support scheduling, space planning, and event coordination.
- Supported vendor arrangements for equipment, security, signage, and other event needs.
- Assisted with event scheduling, estimates, invoices, client inquiries, and event documentation.

INTERN – EVENT COORDINATOR
Windsong Estate Event Center - Severance, CO
April 2025 – August 2025

- Managed on-site logistics, setup, timelines, and tear-down for weddings of 150+ guests.
- Coordinated with caterers, florists, photographers, and DJs to ensure smooth event execution.
- Supported wedding parties with schedules, arrivals, and personalized guest needs.
- Monitored venue safety, alcohol service, and guest transportation.
- Installed décor, managed venue transitions, and completed post-event breakdown.

ADMINISTRATIVE INTERN
DJR Energy, LLC - Denver, CO
June 2022 – November 2023

- Back-of-House Logistics: Provided administrative support to the Land Department, managing 100% accuracy in file maintenance and high-volume document logging.
- Operational Support: Facilitated mineral mailings and legal bond documentation, meeting corporate deadlines and improving departmental workflow through organized digital archiving.