



Abigail Oldfield

Seeking full time long-term position as a Stewardess on a 30M-150M motor yacht, private or charter, where I can utilize my experience in hospitality.

7 years' experience in the United States for High end Private Yacht Clubs, Country Clubs & Hotels.

I am focused and detail-orientated.

Execution of busy schedules of high-end events from basic business dinners to exclusive weddings, while handling other general hospitality duties.

Oversee all event details, arrangements and setup to ensure seamless execution.

Creativity & Design.

EXPERIENCE

2021 - 2022 **Events Coordinator | The Royal Portfolio**

- First hand contact and arrangements of bookings and events with clients.
- Meeting guest requirements.
- Creating event concepts.
- Handling of costs, invoicing, and payments for bookings.
- High organization skills.
- Planning function sheets for setup and coordination of the event.
- Pre-arrangement of decorations, floral and supplies with various vendors.
- Arrangements of menus and drinks.
- Initial setup and on the day coordination for larger bookings and events.
- Ensuring events run smoothly.

2020 - 2021 **Hostess, Spa, Gym & Golf shop Attendant | Royal Palm Yacht Club**

- Hostess - setting up tables cutlery and glassware.
Barista service.
Dishwasher.
Polishing glasses and cutlery.
Taking reservations and setting up floorplans.
- Spa & Gym - Managing Laundry for the spa & gym
Cleaning and Sanitising equipment.
- Assisting Golf Shop with bookings and sales.

2020-2020 **Events & Marketing Assistant | The Country Club of Sapphire Valley**

- Hostess and front desk
- Table settings and banquet setup
- Managing and handling of advertising of all club schedules and events.
- Managing, handling & updating the member website.
- Creating all menus, table numbers, place cards, flyers and signs.
- Arrangement of events and activities for members.
- Setting up and assisting technological class tutorials.
- Taking reservations and setting up floorplans.

CONTACTS

 +27 (79) 170 9278

 abigailoldfield33@gmail.com

PERSONAL INFO

Age 28

South African

COVID Vaccination: Moderna

Drivers License

Non-Smoker

Excellent Health

Small tattoo on right ankle

CERTIFICATES

STCW PSSR

STCW PST

STCW Elementary First Aid

STCW Marine Fire Fighting

RYA Powerboat Level 2

Proficiency in Designated Security Duties

Level 2 Food Health & Safety

ENG 1

B1/B2 Visa

Schengen Visa

EXPERTISE

- Linux
- Northstar
- Myemma
- Canva
- Dineplan
- Opera

Business Management & Marketing

- MS Excel
- MS Word
- MS Publisher
- InDesign
- Photoshop
- Photography

SKILLS

- Table Setting
- High End Steps of Service
- Floral Arrangements
- Fine Dining
- Barista
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REFERENCES

The Royal Portfolio

Events Coordinator

Chantell Viljoen 082 513 4369

The Country Club of Sapphire Valley

Events Marketing Coordinator

Sidney Truesdale +1(828)743-2462
ext.232

Email:

struesdale@ccsapphirevalley.org

St. Andrews Country Club

Social & Events Coordinator

Jennifer Ullysse +1(786) 461-9188

Email: jullysse@standrewscc.com

Boca West Country Club

Activities & Events Director

Christina Guilianti +1(561) 488 6936

Email: cguilianti@bocawestcc.org

2019 - 2020 **Assistant Events Coordinator | St. Andrews Country Club**

- Managing member reservations for upcoming events.
- Assisting guests with all forms of event co-ordination (small or large) where assistance is required, including entertainment, photographers, flowers, décor hiring, etc.
- Assist with overseeing events on the day, including welcoming & checking in guests and directing staff. Management of preparation of events and vendors.
- Managing and handling of advertising the events on Northstar and the member website.
- Creating menus, table numbers, name tags etc. for various events.
- Arrange & attend all events excursions and activities on & off premises to ensure member satisfaction and that the events run flawlessly.
- Billing and invoicing of events and vendors.
- Updating flyers and the member website.
- Structuring of BEO's, floorplans and member reservations on the back end.

2017 - 2018 **Server & Hostess | Devon Yacht Club**

- Banquet setup and service.
- Hostess
- Food and drink orders
- Polishing cutlery and glassware
- Buss and reset tables
- Stock replenish
- Laundry duty

2014 - 2018 **Assistant Activities & Events Coordinator | Boca West Country Club**

- Banquet setup and service.
Assist with overseeing events on the day, including welcoming guests, communicating with staff, helping to direct event set up and vendors,
- etc. Offer assistance wherever it is needed on the day.
Assisting guests with all forms of event co-ordination (small or large) where assistance is required, including entertainment, photographers, flowers, décor hiring, etc.
- Attend all off site excursions to ensure member satisfaction and that the events run flawlessly as well as supervising members on excursions.
- Event preparations.
- Working one on one with members to resolve their queries and complaints.
- Checking in member attendance.
Placing local hotel reservations for members and their guests.