

CASANDRA H. LUICART

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PROFESSIONAL EXPERIENCE

- COLEMAN PARTNERS** Chicago IL *2008*
FREELANCE PROJECT MANAGER
- Maintained project status reports.
 - Performed searches and handled procurement of stock photography.
 - Assisted with the preparation of client presentation materials.
 - Served as liaison between clients and internal staff.
 - Procured and organized print requirements and quotes from specified vendors.
- KALEIDOSCOPE** Chicago IL *1998 to 2007*
PROJECT COORDINATOR
- Served as primary point of contact for client communications.
 - Managed interdepartmental flow of information to insure timely completion of projects.
 - Composed estimates and drafted proposals for prospective work.
 - Coordinated vendor outsourcing and procurement of work related materials.
 - Scheduled workflow and maintained status reports for multiple simultaneous projects.
 - Presided over project kick-off meetings and daily production scheduling meetings.
 - Created project initiation documents which served as directions for employee reference.
 - Maintained client archives and handled all invoice and billing documentation.
 - Monitored project status and budgets.
 - Performed quality control duties and coordinated delivery arrangements.
- FRONT ROW TICKET SERVICE** Chicago IL *1996 to 1998*
ASSISTANT GENERAL MANAGER
- Managed office operations, including order processing and conflict resolution.
 - Negotiated purchasing and sales transactions.
 - Maintained cash logs, customer files, and shipping records.
 - Expanded customer base through telephone sales and personal interaction.
 - Controlled communication flow between extremely diverse wholesale and retail markets.
- TOWER TICKET SERVICE** Chicago IL *1995 to 1996*
TICKET BROKER
- Executed sales and purchasing functions.
 - Procured out of stock tickets for special orders and maintained inventory.
 - Made calls to prospective clients in order to generate additional business.
 - Gathered information for competitive pricing purposes.
- RIVERFRONT CHOICE TICKETS** Cincinnati OH *1993 to 1995*
TICKET BROKER
- Scheduled and organized out of town venue checks.
 - Developed sales scripts to implement more effective selling techniques.
 - Handled shipping and information verification tasks.
 - Performed customer service and sales transactions in a courteous and effective manner
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EDUCATION

UNIVERSITY OF CINCINNATI Cincinnati OH *1993*
BACHELOR OF ARTS: COMMUNICATIONS

REFERENCES AVAILABLE UPON REQUEST