

Hannah Manning

HOLDERNESS HOUSE, PENN ROAD, BEACONSFIELD, BUCKS HP9 2LW

Telephone: ++44 1494 676914 **Fax:** ++44 1494 670949 **Mobile:** ++ 44 7809 674209

E-mail: hannahpmanning@hotmail.com

A sparkling, enthusiastic, hard working and confident individual. Well-developed interpersonal, commercial and customer focused skills attained through a combination of academic study and work experience in the hospitality and event management sector.

Notable achievements

- Participation in Oakman Inns Management Training Program
- BA Honours. Event and Venue Management from University of Wolverhampton.
- Significant work experience in the Event and Venue Management sector.
- Passed Level 2 Playworker, Council for Awards in Care, Health and Education.
- Junior school teaching and supervision work (Reception and year 1).
- Charity and fund raising work for the 'Thames Valley Adventure Playground', Children's Charity.
- Travelled extensively in Europe, Middle East and Far East and lived in USA for 3 years.

Education and Employment

2017 – Current **Assistant Manager Oakman Inns.** Assistant Manager program for Oakman Inns.

2017 – 2018 **Beech House Restaurant and Bar. Beaconsfield.** Restaurant and bar work in the main social venue of Beaconsfield New Town.

2014 – 2017 **University of Wolverhampton.** BA (Hons) Event and Venue Management.

2016 – 2017 **The Luxury Wedding Show Ltd.** Events Management Company specialising in wedding shows.

2015 – 2016 **Green and Pleasant Events.** Events Management Company specialising in conference, team building, incentive packages and celebration organisation.

2014 – 2015 **AKA Associates.** Events Management Company specialising in packages associated with Global Sporting Events including Olympics and FIFA World Cup.

2012 – 2014 **Sixth Form. Claires Court School Maidenhead.** Sixth form. Studied A levels in Business Studies, Media Studies and Photography.

2012 **Thames Valley Adventure Playground Children's Charity.** Charity Work.

2012 **High March School, Beaconsfield.** Teaching support assistant.

Qualifications and memberships

- BA Honours (2:2). Event and Venue Management (2017)
- Fire Marshall. Personal Licence (Publican). First Aid.
- Level 2 Playworker, Council for Awards in Care, Health and Education.
- A LEVEL passes in Business Studies, Media Studies and Photography.
- GCSE's include Sciences, Maths, English.
- Member of Beaconsfield School of Lawn Tennis.

Personal Details

Date of Birth: 6th November 1995 **Full Driving Licence:** No convictions

Other Interests: Family, keep fit, canoeing/kayaking, golf, skiing, horse riding, tennis and netball.

Details of Career and Academic Experience

2018 – current **Oakman Inns Assistant Manager.** Promoted to Assistant manager and participating in the Oakman Inns management training program. Promotion was a direct result of positive customer and management feedback. Headquartered in The Beech house in Beaconsfield, the premium social venue in Beaconsfield accommodating over 400 people. Also involves placement in venues across Buckinghamshire, London and the Midlands.

Specific training and qualifications gained include:-

- Effective and Core Leadership, Conflict management, Health and Safety Representative, Discipline, Restaurant and bar management.
- Licensee, Fire Marshall, Health and Safety.

2017 – 2018 **Beech House Restaurant and Bar. Beaconsfield.** Interim restaurant and bar work in the main social venue of Beaconsfield New Town. Specific responsibilities include:-

- Management of front of house in restaurant and bar.
- Responsibility for opening and closing of the restaurant.
- Highly customer focused service role.

2014 – 2017 **University of Wolverhampton.**

BA (Hons 2:2) Event and Venue Management.

Specific studies included:-

- Final Year Dissertation was 'The impact of Social Media on the Wedding industry. Other final year courses involved project management of major events, the financial management of major events, the political and economic drivers of the event industry, managing digital events and venues, and culture and diversification in Leisure.
- Specific topics included the study of the finances of Whitbread PLC and the cultural challenges faced by the Hilton group operating in different socio-economic and geo-political locations. Each year involved over 100 hours work experience as outlined below.

2016 – 2017 **The Luxury Wedding Show Ltd**

Events Management Company specialising in wedding shows. The company acted as a broker between suppliers to the wedding industry and prospective wedding couples and families. The model was to hire quality venues and charge exhibitors and attendees for participating. The company revolutionised the traditional concept of wedding shows by using targeted social media to promote the events and attract relevant customers (as opposed to advertising in industry magazines such as Bride)

Specific projects included:-

- Development of database of customers and suppliers as well as the social media targeting.
- Organisation of specific events including store set up and logistics of the event.
- Assessed and researched potential venues for various events.

2015 – 2016 **Green and Pleasant Events Ltd**

Events Management Company specialising in conference, team building, incentive packages and celebration organisation. Company is a small highly focused event management company totally passionate about the delivery of high quality events. The company's motto is 'never say no!' Specific projects included:-

- Development of sales proposals to large corporates such as Michelin and Daikin.
- Maintained venue and sales proposition tracking systems.
- Assessed and researched potential venues for various events.
- Assisted in the development of incentive weekend in Portugal.
- Project management of corporate event for Daikin including gala dinner.

2014 – 2015 **AKA Associates Ltd.**

Events Management Company specialising in Business to Business packages associated with Global Sporting Events including Olympics and FIFA World Cup. 1st year BA (Hons) work experience placement. Joined the company shortly after its acquisition by Tourvest, a South African tourism conglomerate. Specific projects included:-

- Compiling an inventory of AKA's suppliers in the UK which included hotels, restaurants, night clubs, sporting venues and transport.
- Planning an event around a David Guetta performance for 50 French visitors to the UK.
- Complete an assessment of 9 London hotels in terms of suitability and value for money.
- Organisation of a Scottish golf weekend for group of 10 customers.

2012 **Thames Valley Adventure Playground Children's Charity.**

Active involvement in the planning, organisation and operation of the Knotty Green Musical Festival. A major local fund raising event. Successfully raised over £15000 for the TVAPC Charity.

2012 **High March School, Beaconsfield.**

Work experience as a teaching support assistant. Supported the academic teaching and sports coaching of reception and year 1 students at local primary school.