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LLIAM PORTER

EDUCATION

Bachelor of Arts in Communication; Minor in Fine Arts

December 2008

Edward R. Murrow College of Communication
Washington State University
Pullman, WA

WORK EXPERIENCE

Sales Manager, Tiny's Organic – Seattle, WA

05/2008 - Present

- Assist Senior Managers in daily operations including: inventory, stocking, product distribution, money reconciliation, management of Sales Representative team.
- Train and orient new Sales Representatives with all aspects of the job.
- Represent the company as point of contact while out in the field.
- Product and program education for both a retail and business to business customer base.
- Assist customers with special requests, specific product needs, elevated issues and complaints.

Event Assistant, Dynamic Events Inc. – Redmond, WA

12/08 - 05/2009

- Support Senior Event Managers with contracted Tier 2 & 3 Microsoft events.
- Represent Microsoft during all aspects of the logistical, planning, communication and execution of events.
- Create advertising, website, promotional and logistical copy; design marketing materials.
- Research, compare, present and book dining, hotel and event space for clients within budget guidelines.
- Point of contact for all conference attendees; assist with hotel bookings, travel arrangements, and program questions.
- On site management through duration of all events.

Tourism Assistant, The Pullman Chamber of Commerce – Pullman, WA

06/2008 - 12/2008

- Support Director of Tourism with planning, organizing, marketing and execution of The 2008 National Lentil Festival.
- Main contact point for 200+ vendors; including registration, permits, mapping and orientation.
- Advertising, marketing and logistical copy and document creation; including radio, television and print.
- Answer any inquires regarding tourism, relocation and business development.
- Act as an ambassador to visitors of the City of Pullman, Whitman County, Washington State University and the Palouse Region.
- Represent the Chamber at local events and city organized events.

References available upon request.