

# Victoria R. Prasek

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## Education:

University of Minnesota Duluth

Graduation- May 2018

**Bachelor of Business Administration-** Organizational Management

**Bachelor of Arts-** French Studies

## Experience:

**Tour Guide/ Event Staff-** Glensheen the Historic Congdon Estate, Duluth, MN: August 2015-May 2018

- Gave guided tours of the estate and mansion.
- Maintained updated knowledge of historical facts and family history.
- Provided security for the mansion and artifacts.
- Assisted in coordination and setup of corporate events.

**Senior Intern-** French American Chamber of Commerce, Minneapolis, MN: April 2017- November 2017

- Assisted in the planning of the annual November gala.
- Contacted potential donors and solicited donations.
- Managed chapter membership records.

**Marketing and Administrative Intern-** Falls Agency, Minneapolis, MN: May- August 2017

- Proofed and organized copy for all types of advertising.
- Served as communication between clients and the agency.
- Analyzed and interpreted data from surveys and client feedback.
- Served as project manager for specific client projects.

**Assistant Service Manager-** White Bear Yacht Club, Dellwood, MN: March 2016- May 2017,

- Oversaw dining and events as well as 40 staff members.
- Focused on customer service
- Assisted with wedding planning and coordination of weddings and events.
- Trained staff on menu terms, food preparation, and workplace policies.

**Alpha Sigma Tau Sorority Epsilon Chi Chapter-** Duluth, MN: Jan 2017- May 2018

- Founding Chapter Member, First Vice President of Member Development
- 1899 Society Member and Collegiate Ambassador
- Member Development Committee Chair, New Member Education Committee member, Budget Committee member, Bylaws Committee member, Risk Reduction Committee member, Recruitment Committee member, Philanthropy Committee member
- Recipient of the Arrowhead Award and Top Tau Award, both for leadership

## Interests and Hobbies:

**UMD Ballroom Dance Club-** 2015-2018

**For Jake's Sake Foundation-** Board Member since 2016, secretary since 2018

**Congdon French Club-** Volunteer French Teacher

References Available on Request