

Tamara D. Muldoon

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EMPLOYMENT HISTORY

Tamara D. Muldoon, LLC, July 2011 to Present

Freelance travel writer and photographer

Independent contractor providing meeting management services

MeetGreen, March 2012 to Present

Registration Assistant and Onsite Manager (independent contractor)

Manage pre-conference and onsite registration for regional, national and international conferences

Conference Solutions Inc., March 2001 to June 2011

Registration Manager

Managed registration and other projects for regional, national and international conferences

The Oregon Garden Foundation, March 1999 – March 2001

Pavilion Manager

Event rental sales, event coordination and facility management

Ramada Plaza Hotel, November 1998 – March 1999

Controller (responsible for all accounting department functions)

Holiday Inn Portland-Downtown, February 1990 – October 1998

Human Resources Manager (Oct. 1997 – Oct. 1998)

Group Sales Manager (Dec. 1992 – Oct. 1997)

Sales Assistant (Nov. 1991 – Dec. 1992)

Reservation Clerk (Feb. 1991 – Nov. 1991)

Administrative Assistant (Feb. 1990 – Feb. 1991)

Providence Milwaukie Hospital, October 1987 – February 1990

Marketing/Public Relations Assistant

Managed community education program, physician referral service, meeting room scheduling, and supported marketing projects. Researched and wrote newsletter articles and brochure copy.

Advance Temporary Systems, May 1986 – September 1987

Various temporary positions including one nine-month assignment.

Duties included data entry, accounts payable, general office work.

Exploration Cruise Lines, March 1985 – April 1986

Purser / Hotel Manager (responsible for all guest services, ship's accounting and customs documents)

Port of Cascade Locks, September 1979 – March 1985

Tour Coordinator for *Columbia Sightseer* and *Sternwheeler Columbia Gorge* excursion boats

Primary receptionist/host at Cascade Locks Marine Park Visitor Center

SKILLS AND EXPERIENCE

- Outstanding oral and written communication skills
- Extensive customer service experience
- Project management experience
- Event and meeting planning experience
- Sales and marketing experience
- Experience in training and supervising other employees and volunteers
- Experience working with boards and committees, as well as government and nonprofit entities
- Computer skills including experience with Microsoft Word, Excel, Outlook and PowerPoint.
Also: QuickBooks, Google Docs, Adobe PDF, FileMaker Pro 6.0 and other database software applications.
- Social Media experience including Facebook, Twitter, LinkedIn, WordPress.
- Photography skills including a basic knowledge of Photoshop and Lightroom.
- Accounting experience including: accounts receivable, accounts payable, cash management, and payroll.
- Experience with human resources and benefits management
- Experience with event registration software programs including Eventbrite, Cvent, Certain Meetings, RegOnline, iPlan.

EDUCATION

Newspace Center for Photography – Portland, Oregon

Various photography-related classes (2010 – present)

Long Ridge Writers Group – West Redding, Connecticut

Completed two-year course on magazine feature writing (1994-1995)

Mt. Hood Community College – Gresham, Oregon

Associate of Applied Science; Hospitality & Tourism Management (1993)

Pateros High School – Pateros, Washington

Graduated with honors as class valedictorian. (1976)

AFFILIATIONS

Travel & Words (Northwest Travel Writers Conference) – Board Member