

Nidhi Bambino Bedi

Objective

Utilize my planning expertise, management skills, communication skills, and network to help bring more insight on the expansion, renovation and operation of the Cincinnati Convention Center. Being involved heavily with the CVG and what comes to town, I feel my background can be an asset on this board.

Experience

Delta Hotels by Marriott Cincinnati Sharonville, OH

Director of Operations 2015-Present

- Responsible for directing banquet managers, captains, servers, and set-up departments in the day to day operations of events. Management of banquet department; Maintaining quality standards; Fulfilling all expectations as well as exceeding all goals and customer satisfactions.
- Day-to-day operations with implementing and monitoring the department's budget and managing expenses.
Supervise employees and retain and motivate them. Hire, train, and developed manuals. Conducted performance, salary reviews, and resolved problems.

Ramada Plaza Cincinnati Cincinnati, Oh

Director of Front Desk/ Hospitality 2015- Present

- Oversaw daily operations of hotel front office which consisted of answering phones, creating hotel reservations, assisting guests with luggage and checking in and out of the hotel.
- Trained front desk agents on hotel software and emphasized the importance of a strong focus on customer service.
- Created and managed employee schedule for front desk agents and valet services.
- Managed budget for personnel and inventory for the front office and housekeeping departments.
- Handle guest check in and checkouts professionally and in a welcoming manner
- Keep records of room availability and guests accounts
- Maintain the hotel's high standard of service and hospitality
- Provide the maximum quality of service to the guests

A Bride's Mafia Cincinnati, OH

Producer/CEO 2010-2018

- Have produced the largest bridal event in Cincinnati in three hours for the last 7 years.
- Recently completed my last show this week with 84 vendors and 3000 people within 3 hours.
- Built relationships with event clients through excellent customer service and execution of flawless events,
- Brought sales to over \$100k a year within our first two years of business.
- Built relationships with event clients through excellent customer service and execution of flawless events,
- Promoted to lead wedding planner in second year based on \$300,000 in sales and proven ability and enthusiasm in the special events field.
- Coordinated details of events such large bridal show productions and weddings that range from \$150k to \$600k.

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**Elements Conference and Event Centre
Sharonville, OH**

**Director of Sales/Marketing
2008-2015**

- Establish and improve the reputation of the facility by offering a very personalized style of service to banquets
- Assist with typing of the Banquet and Sales correspondence, i.e. answering mail, confirming banquet arrangements, menus, BEO, FP, memos etc.
- Compose, publish and distribute Banquet event order (BEO) / Banquet Function Plan (FP) to all department heads and personnel who are involved in servicing banquets function.
- Work with management and other heads of departments at all times and assist in carrying out special requirements and duties necessary in adding to the guests general comfort and well being.
- Sent BEO proposals to guest to verify everything was accurate.
- Ensured prompt responses to all clients and departments.
- Made custom floor plans for all clients and events.
- Met with multiple marketing avenues and set the marketing for each season.
- For the 4 years had the highest sales with the least amount of marketing by networking.
- Performed all duties as needed.

**L.A.Tan
Chicago, IL**

**Owner/Manager
2004-2008**

- Opened/Closed shop daily
- Hired Employees
- Made Schedules/responsibility charts for employees
- Payroll
- Attending monthly franchise meetings
- Exceeded sales every single month that we were open from 2004-2008
- Sold my salon for 6x what I bought it for at the age of 20.

**Walgreens Pharmacy
Cincinnati, OH**

**Certified Pharmacy Technician
2001-2004**

- Input new patient information and confirmed existing patient information.
- Helped health care providers and patients by greeting them in person and by phone;
- Organized medications for pharmacist to dispense by reading medication orders and prescriptions; preparing labels; calculating quantities; assembling intravenous solutions and other pharmaceutical therapies.
- Maintained pharmacy records and filling physicians' orders and prescriptions.
- Maintained Pharmacy inventory including placing and expediting orders
- Became certified within my first 18 months employed.

Interests/Current Service

Launch Partner of One Mission One Goal - 2018

Hosted/Managed a 5k Race that brought in 20K for 3 different charities - 2016

Volunteer Board for Gala Committee of Dragonfly Foundation – 2015 Present

Gala Committee Member of Indian American Chamber of Commerce of Greater Cincinnati and N.

Kentucky – 2012-Present

Gala Planning Commity of Women Helping Women – 2012-2016

Event Production.

Education

DePaul University
Communications & PR

2004-2008