




CAROLINE MININGER

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 Portland, Oregon

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 carolinemininger.com

SKILL HIGHLIGHTS

- Project organization
- Event production
- Clear & concise communication
- Budget creation & management
- Strong Emotional Intelligence
- Adaptive & Resourceful
- Positive, Engaging, Inclusive
- Conflict Resolution/Mediation

INTERESTS

- Metalsmithing
- Hand lettering
- Floral Design
- Enneagram
- Astronomy

EDUCATION

Psychology major
Eastern Mennonite University
Harrisonburg, VA 2004-2006

Bachelor's in Psychology
Goshen College | Goshen, IN
2007-2008

REFERENCES

Available upon request.

ABOUT

Relationship-Focused Operations Manager & Creative Event Producer

I am a hands-on, creative event producer & operations manager with over 10 years of production and administrative experience. I have a passion for making people feel special through creating awe-inspiring experiences. I am a direct communicator (clear is kind) who does not miss a detail, and I work to keep a calm and steady demeanor in any environment as well as to keep the momentum going. I plan, then plan again, then keep planning until every detail is considered and every possible scenario has a plan B. I know I've done my work well when I have happy clients, happy staff, and we have created something together that we all wish we could experience again.

EXPERIENCE

OFFICE MANAGER

Green Hammer Design Build | Portland, OR | 2015 – 2021

- Managerial and administrative support across the company, including: Executive leadership, HR, Marketing, Client Services & Communications/PR, and Accounting
- Coordinating & executing project groundbreakings, including media coordination and onsite food & beverage
- Planning for and executing all staff retreats and functions. This includes building programming, leading workshops, and managing all food, beverage, and decor
- Planning for and setting up client meetings – translating company look and feel and attitude into each touchpoint
- Working alongside the communications director to facilitate website updates and design changes
- Managing all accounts payable including invoicing, accounts receivable, and expense management

FREELANCE EVENT PRODUCER

Freelance | 2015 – Present

- Supervise & coordinate all aspects of events from conception to execution, including developing concepts & design ideas for the client, overseeing operations, coordinating technical & production aspects, budget management, and provide day-of coordination

OFFICE MANAGER

City Chiropractic | Portland, OR | 2012-2015

- Patient management – scheduling, in-office coordination, billing, etc.
- Insurance management – billing claims across a wide range of insurance companies and claim types
- Financial management – A/R and A/P, including investigations around delinquent accounts that required legal attention