

Presentation of Credentials

Deidre L. Vodehnal

*We are what we think,
All that we are rises with our thoughts,
with our thoughts we make the world.”
-Siddhartha Guatma*

Deidre L. Vodehnal

3878 B SW Harbor Drive
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(515) 231-9942

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To Whom It May Concern,

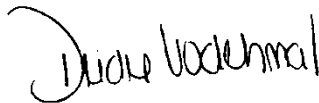
Allow me to introduce myself, I am Deidre Vodehnal, an enthusiast of many things however two of my primary passions are creating and providing an exceptional customer experience. I would be delighted to see how my passion and enthusiasm might work in the interest of your company and the services you offer. I submit the attached resume in application for any opportunities there may be.

I recently relocated to the Kansas City area with my family for a new position in my husband's career. I am accustomed to being a motivated self starter and thrive when given the opportunity to be creative. I started my work experience in hotels/hospitality field and have since incorporated excellent sales/marketing experience, strong food & beverage knowledge accompanied with well rounded business skills.

Additionally, upon review of my credentials, you will find extensive experience in positions requiring multi-tasking on a variety of levels and infinite skills in coordinating and developing of events, programs, and marketing strategies. I further understand the importance of being detail oriented and organized to assist all individuals in performing and succeeding as a team. I am a true "people person" and take great pride in the ability to effectively work and communicate with all individuals, possessing this quality has lent itself to great success for me on a both a professional and personal level.

I know I would bring a positive energy joined with successful and proven abilities that would allow me to immediately and effectively contribute to your team and assist in realizing their goals. I am excited for an opportunity offering new challenges and meeting new people. I look forward to discussing my qualifications and how they can best meet your needs. I can be reached at 515.231.9942. Thank you in advance for your consideration.

Warm Regards,



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Experience

Women Enjoying Beer

Lee's Summit, MO (June 2009 to Current)

Independent Contractor

- Kansas City Sales Representative for business
- Responsible for booking and assisting with events and services
- Accountable for developing business contacts through media, breweries, etc.
- Consulting on overall business development including event structure & pricing
- Assisting with development of presentation materials
- Created business brochures, promotional material, mailers, etc.

Duale Industries Inc. (Primary Business: Wendy's Franchisee)

Ames, IA (April 2004 to April 2009)

Office Manager

- Managed central office representing 5 companies encompassing 13 businesses
- Administered bank accounts and monetary transactions for all businesses
- Responsible for Accounts Payable and Accounts Receivable
- Assisted in processing payroll for all companies
- Handled all Human Resource relations
- Main contact for all Managers to aid with operational needs, problems, etc.
- Coordinated information and worked with accountants to complete financials
- Frequently review financial information and prepared appropriate reports
- Supervised house charge accounts for 8 businesses
- Assisted with implementation and conversion to Quick Books in 2006
- Maintained materials, parts and supplies for all businesses
- Executed all licensing needs for business operations
- Organized and directed two office staff members
- Lead customer relations representative
- Scheduled all travel arrangements for owner, staff and business guests
- Regularly worked in Wendy's restaurants

Ames Golf & Country Club

Ames, IA (March 2000 – February 2004)

Clubhouse Manager

- Administered \$3 million operations budget with full P&L responsibilities
- Managed annual marketing program increasing membership
- Developed corporate marketing strategies
- Promoted the Club successfully through community and chamber programs
- Directed all aspects of food & beverage operation totaling \$800,000
- Planned and coordinated on average 125 events/banquets annually
- Coordinated development of Monthly Newsletter
- Prepared reports, organized and attended monthly Board of Director meetings

Ames Golf & Country Club, *Continued*

- Directed multiple Committees relating to Club operations
- Coordinated development & implementation of Club's long range business plan
- Organized and coordinated administrative staff and business office
- Responsible for Pool and Tennis operations and programs
- Implemented Jonas POS System to enhance efficiency of Club operations
- Initiated web-site development in 2003
- Interacted actively with membership to build successful relationships
- Enhanced member satisfaction through creative social activities and programs

Sioux City Country Club

Sioux City, IA (September 1996 – March 2000)

Member Services Coordinator

- Member Services Coordinator of the Management Team
- Managed formal dining room and staff daily for lunch shift
- Coordinated party and brunch setup with Banquet Director
- Reservations Coordinator (daily dining, events, tanning, and massage)
- Designed and administered Power Point presentations for Board Meetings
- Managed member relations providing information for membership inquiries
- Created various letters, menus, fliers and office documents
- Assisted in a wide variety of special projects
- Performed basic office duties
- Maintained Lucent Partner - Phone Mail System

Downtown Des Moines Marriott

Des Moines, IA (January 1996 – August 1996)

Reservation Agent

- Handled daily telephone reservations
- Applied exceptional customer service skills with guest accommodations
- Coordinated reservations for contract and special group reservation
- Worked closely with Sales Managers and Guest Service Agents
- Proficient with use of MARSHA computer system

Education

Adel – DeSoto High School, Adel, IA (Graduated May 1991)

Hamilton Business College, Des Moines, IA (Graduated September 1992)

Achievements

- CMAA Iowa Tall Corn Chapter Member & ISU Student Liaison
- Ames Chamber of Commerce Member, Ambassador & Young Professional
- Junior Achievement Teacher – 8 Week Volunteer Program

Computer Skills

- Skilled with Quick Books
- Fluent Microsoft Office: Word, Excel & Power Point
- Worked with Adobe, Page Maker
- Experienced with Jonas and multiple POS Systems

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References

Ginger Johnson
Owner – Women Enjoying Beer
618 Crawford Ave.
Ames, IA 50010
Home/Work: 515-450-7757

A friend whom I also developed a business relationship, I am currently assisting her with growth of her business.

Jeff & Kim Mosiman
Owners - Duale Industries Inc.
297 Dave Circle
Ames, IA 50010
Home: 515-233-8860
Work: 515-232-7103

Members of Ames Golf & Country Club who I developed a great working relationship with through various events they hosted at the Club. After I left the Club I have worked for them for five years.

Jim Boursard
American Institute of Business
2706 Northridge Circle
Ames, IA 50014
Home: 515-292-8001
Work: 515-244-4221

Active Golf Member who has been very involved on Club Committees and Board of Directors. He was not on the Board during my employment; we worked together for tournaments and events.

Mary Wandling
Homemaker & Community Volunteer
1914 Stevenson Drive
Ames, IA 50010
Home: 515-233-8879

Ames Golf & Country Club President in 2001; I worked with her closely on all levels of my position.

Mitch Merrill
PGA Master Golf Professional
Sioux City Country Club
4001 Jackson Street
Sioux City, IA 51104
(712) 277-4612

Golf Professional I worked with during my employment with the Sioux City Country Club.