

# CHRISTINE GOLDEN

Wilmington, NC | C. 802-598-4782 | Christine@goldenconsultingllc.com | [www.GoldenConsultingLLC.com](http://www.GoldenConsultingLLC.com)

## SUMMARY

Motivated and detail-obsessed professional with a diverse background in event coordination, project management and business operations seeking opportunities to grow in the field of events.

## HIGHLIGHTS

- Foundation in business operations and customer service
- Effective project manager
- Strong [portfolio](#) of event coordination projects
- Computer and tech savvy
- Communication skills
- Proactive problem solver
- Creative and high energy
- Excellent people skills

## BUSINESS OPERATIONS & EVENT COORDINATION EXPERIENCE

### 2023 to 2024 Event Marketer | Renewal by Andersen – Wilmington, NC

- The face of the company representing the product at trade shows, expos, and vendor fairs
- Subject matter expert
- Direct marketing and sales
- Management of product and sensitive customer information
- Securing inspection appointments

### 2023 to present Co-Owner | First Cut Productions – Wilmington, NC

- Head of business operations and marketing
- Project management
- Specializing in commercials, digital content, music videos and short films
- Researching and preparing proposals
- Operating film equipment
- Editing video

### 2018 to present Owner | Golden Consulting – Remote

- Working with clients on assessing and optimizing their workflow systems
- Managing administrative projects
- Operations Management support
- Professional event coordination
- Current clients include the Flyin Ryan Hawks Foundation, Women Business Owners Network, BNI Vermont, Reconciled, the Vermont Community Development Association and more

### 2013 to 2018 Director of Operations | Nedde Real Estate – Burlington, VT

- Marketing management for the company and over 30 real estate listings
- Bookkeeping maintenance for over 13 accounts
- Produce quarterly financial reports and distribution assessments
- Property management of multiple properties
- Leasing of large scale apartment complexes
- Coordinate and file payroll
- Manage construction project budgets
- Office administration
- Broker real estate sales and leases
- Train new hires

### 2011 to 2013 Listings & Marketing Coordinator | Geri Reilly Real Estate - South Burlington, VT

- Marketing for 50+ real estate listings
- Photography of listings
- Created and Maintained MLS Listings
- Bookkeeping and bill payment processing
- Office administration

## EDUCATION

### University of Vermont

Project Management Professional Certificate  
May 2018

### Clark University

Bachelor of Arts, Sociology and Communication & Culture  
Double Major, Cum Laude, May 2009

## ADDITIONAL CREDENTIALS

- Real Estate Salesperson License, State of Vermont, 2015
- Proficient in Microsoft Office, MLS, Google Workspace, Wordpress, Eventbrite, Mailchimp, Slack and Trello
- President of Champlain Connections BNI, 2021-2022
- Currently hosting a successful fragrance review YouTube channel