Nicole Rodriguez

Greensboro, North Carolina

9109640375

email: coletrod31@gmail.com

Nicole Rodriguez A long, thin rectangle to divide sections of the document

# About Me

My name is Nicole Rodriguez—a natural organizer, creative visionary, and people-first professional with a background in Animal Science and Agricultural Business, paired with over 8 years of customer service experience. My journey has taken me from veterinary clinics to vibrant event venues, but the common thread has always been my passion for creating experiences that make people feel seen, celebrated, and connected.

Event planning is more than logistics for me—it’s storytelling. I love taking someone’s vision (or even just a vibe) and turning it into something tangible, unforgettable, and full of life. I thrive on the behind-the-scenes magic—curating the details, building the ambiance, and making sure everything flows with energy and purpose.

With a keen eye for design, a strong sense of timing, and a heart for hospitality, I bring both professionalism and personality to every project. I’m here to make moments matter—and to have fun doing it.

**SKILLS**

* **Positive Attitude Under Pressure**
* **Reliable & Punctual**
* **Strong Communication**
* **Problem Solver**
* **Quick Learner**
* **Bilingual Communication Fluent in Spanish + English**
* **Creative Event Planning & Execution – Orchestrates unforgettable experiences from scratch, combining vision, structure, and storytelling.**
* **Scientific Precision & Project Management – Applies an analytical mindset from Animal Science to organize complex timelines, budgets, and workflows.**
* **Client-Focused Communication – Builds genuine connections, listens actively, and adapts events to exceed client expectations.**
* **Vendor & Venue Coordination – Skilled in sourcing, negotiating, and managing vendors, venues, and service providers with attention to detail.**
* **Hospitality & Guest Experience – Over 8 years of experience creating welcoming, seamless, and elevated experiences across service industries.**
* **Creative Design & Visual Planning – Designs cohesive aesthetics using mood boards, layouts, and merchandising strategies.**
* **Social Media & Event Promotion – Plans and executes engaging content across Instagram, TikTok, and Canva to build hype and drive attendance.**
* **Bilingual Communication – Fluent in Spanish and English, enhancing inclusivity and cross-cultural collaboration.**
* **Tech-Savvy Tools – Proficient in Microsoft Office Suite, Canva, Google Workspace, TikTok, Instagram, and event planning software**

# EXPERIENCE

**Founder & Baker – Bites and Bliss | Greensboro, NC | 2024-present**

* Launched and operated a home-based custom cookie business, handling everything from recipe development to branding and social media marketing.
* Managed customer orders, invoicing, packaging, and delivery with consistent 5-star feedback.
* Created seasonal promotions, participated in pop-up markets, and collaborated with local events for catering and giveaways.
* Built a loyal customer base through Instagram and word-of-mouth, growing monthly sales by 60% within the first year.

# Freelance Event Planner & Brand Ambassador

North Carolina & Remote | 2020 – Present

• Planned and executed private events, including birthdays, social mixers, and pop-up brand showcases with custom themes and décor.

• Managed all logistics: venue selection, budgeting, vendor negotiations, guest communications, and on-site coordination.

• Designed event layouts and décor using mood boards, floor plans, and visual merchandising strategies.

Created social media campaigns and content schedules to promote events, resulting in increased RSVPs and post-event engagement.

Collaborated with local businesses and influencers to co-host and cross-promote events, doubling foot traffic at several pop-ups.

**Founder & Event Planner – Day in Bliss (In Progress) | Greensboro, NC | 2022 – Present**

* Currently in the process of launching an event planning business specializing in private parties, corporate events, and custom experiences.
* Developing business strategies, client offerings, and event concepts to meet the growing demand for personalized event services.
* Researching and establishing vendor relationships, finalizing service contracts, and preparing for upcoming events.
* Creating a brand identity and online presence to build a client base and promote services.

**Brand Collaborations & Sponsored Events (as Influencer**)

Fenty Beauty: Participated in virtual product launches, IG Lives, and local in-person glam events.

• Shein & Pretty Little Thing: Hosted try-on hauls and giveaways, helping promote exclusive collections to hundreds of viewers.

• Amazon, Good Molecules, Slate Protein Milk: Promoted new product lines via event-style rollouts (unboxings, reviews, demos).

• Leveraged TikTok and Instagram Reels to build excitement, increasing brand visibility and earning sponsored deals

**Animal Medical Centre of Greensboro – Greensboro, NC**

Veterinary Technician | Mar 2025 – Jun 2025

* Assisted veterinarians in exams, diagnostics, and routine procedures for small animals.
* Supported surgical prep and post-operative care including patient monitoring and recordkeeping.
* Communicated with clients regarding pet care instructions, medication administration, and follow-ups.
* Contributed to client education efforts during in-clinic events and pet wellness promotions.

**The Cheesecake Factory – Greensboro, NC**

Hospitality Lead & Guest Services | Dec 2022 – Present

• Ensured a welcoming and smooth dining experience for large parties and special event guests.

• Frequently selected to lead VIP guest sections due to service excellence.

• Worked closely with management to coordinate birthday and anniversary experiences.

**Pandora Jewelry – Retail Sales & Client Events | Aug 2024 – Jan 2025**

• Facilitated personalized shopping and mini-event styling appointments.

• Participated in store event nights and promotions, supporting planning and guest engagement.

• Maintained a visually appealing storefront aligned with campaign launches.

Mobile Vet Urgent Care – Greensboro, NC

Technician & Client Service Coordinator | Jun 2024

• Assisted in coordinating service appointments and outreach events to promote mobile care services.

• Helped streamline logistics for weekly service routes, improving client access

# EDUCATION

**North Carolina Agricultural and Technical State University – Greensboro, NC**

**B.A. in Animal Science and Agricultural Business**

Graduated: December 2024 | Cum Laude

• 4x Dean’s List | National Honor Society | PHI Sigma PI Invitee

• CPR & FAMACHA Certified

• Relevant Courses: Principles of Management, Marketing & Sales, Supply Chain, Event Budgeting

Reid Ross Classical School – Fayetteville, NC

Graduated: June 2020 | GPA: 3.7

• AP Scholar | Sports Team Captain | National Honor Society

**PROJECT MANAGEMENT & LEADERSHIP PROJECTS**

• Dairy Cattle Housing & Budget Proposal Project – Designed a housing system and cost analysis presentation

• Impacts of Global Warming Showcase (2024) – Coordinated a multi-person panel, visual setup, and promotional materials

• Sow Farm Research Exhibit (2023) – Oversaw planning of academic exhibit layout and information flow

• Service Dog Cortisol Research Project – Organized testing days and data collection coordination for a 3-month project

**VOLUNTEER EXPERIENCE**

**Petal Babe – Floral & Event Planning Volunteer | Charlotte, NC | 2024 – Present**

* Assist in the design and execution of floral arrangements and event setups for various occasions, including weddings and corporate events.
* Help coordinate logistics, including vendor communication and on-site event support.
* Collaborate with the team to ensure seamless execution and high-quality service at every event.

**Bible Study Leader | 2024 – Present**

Mercy Hill

* Lead weekly small-group sessions focused on spiritual growth, discussion, and community building.
* Plan and organize lesson materials, group activities, and outreach efforts.
* Provide mentorship, encouragement, and support to group members across different life stages.

**Asheboro Zoo – Wildlife Volunteer | Summer 2024**

• Coordinated enrichment and educational sessions for zoo visitors, supporting conservation events.

Fayetteville Animal Protective Services | Dec 2018 – Jun 2022

• Assisted with adoption events and visitor orientations; contributed to animal care and clean-up.

**NC A&T Swine Farm Internship | Spring 2023**

• Managed birthing schedule documentation and assisted with live farm demonstrations.