ALLISON FORSYTHE

Auburn, Alabama | (256) 508-9031 | allisonnoel2004@gmail.com | linkedin.com/in/allison-forsythe-752371294/

PROFESSIONAL PROFILE

Auburn University Hospitality and Event Management student with a Business minor and hands-on experience in private-club service, luxury resort hospitality, wedding coordination, floral design, and venue operations. Experienced in leading service teams, managing event details, and creating memorable guest experiences.

EDUCATION & CERTIFICATION

Auburn University | Hospitality and Event Management, Minor in Business

ServSafe Food Protection Manager Certification | Certified April 2026; expires April 2031

RELEVANT EXPERIENCE

Saugahatchee Country Club | Server / Manager on Duty

Auburn, AL · Feb 2026–Present

Lead daily server coordination and service execution in the 19th Hole, including fine dining and banquet operations. Helped develop a practical server training guide covering service standards, POS procedures, shift preparation, and closing responsibilities.

Florista Designs | Designer / Apprentice Wedding Coordinator

Auburn, AL · Mar 2025–Present

Support floral design, installations, and breakdowns for weddings; collaborate with the team on event setup and coordination.

Fountainview Mansion / Savvy Events | Assistant Venue Coordinator

Auburn, AL · Apr–Jul 2026

Assisted with venue tours, bookings, client information, and event setup; used HoneyBook and Airtable to support coordination.

Walt Disney World | Yacht & Beach Club Resorts | Cast Member

Orlando, FL · Aug 2025–Jan 2026

Delivered personalized resort service, including assistance with guest needs and special requests, while maintaining discretion and high hospitality standards.

Birmingham Wedding | Day-of Coordinator

Birmingham, AL · Event project

Coordinated rehearsal and wedding-day timelines, vendors, setup, ceremony-to-reception transitions, and adjustments to keep the celebration running smoothly.

LEADERSHIP

Auburn Women’s Hockey | President & Assistant Captain · Jun 2025–Mar 2026

Scheduled practices and games, coordinated with teams and rink staff, tracked volunteer-hour requirements for university funding, and supported teammates on and off the ice.

ADDITIONAL EXPERIENCE

Your Pie | Crew Member (2023–2025) · The Party Prep Company | Planner (2024)
Tastees LLC | Shift Lead (2022–2024) · Johnny Grylls | Shift Lead (2021–2022)

SKILLS

Guest relations · Event-day coordination · Team leadership · Training documentation · Vendor communication · Wedding setup · Floral installation · Food safety · HoneyBook · Airtable · POS systems