

Ashley Dahlke

6031 South 26th St, Milwaukee, WI 53221
(480) 430-0654 - a.dahlke05@gmail.com

Relevant Work Experience

The Brewery Works, Inc.

Milwaukee, WI

March 2018 - Present

Tenant Relations & Customer Service Manager

Primary management through-out Schlitz Park Management & Leasing Office.

- Tenant relationships, knowing the current tenant organization, keeping up with each company's objectives, welcoming new tenants, providing Welcome Folders, guidance.
- Tenant Communications, Weekly newsletter, social media, TV monitors, special announcements, website updates and printed materials.
- Special announcements - maintenance projects, parking lot repaving, street closures bathroom closures, tenant contests, etc.
- Scheduling conference rooms, taking care of A/V upgrades.
- Working closely with the YMCA on fitness programs and fun challenges that we offer to all of our tenants.
- Assisting the owners with special announcements, sponsorships, event tickets, tent events.

Davian's Catering & Events Within Suite414

Milwaukee, WI

September 2017 - April 2018

Events Manager

Expertly plan all types of events and meetings within Suite 414.

- Establish budgets from \$1,500.00 to \$25,000.00, within 150 people.
- Manage & support a staff of four to five employees during events.
- Schedule tours & meetings for the event space for potential clients.
- Worked closely with the Milwaukee Bucks on multiple events. Amongst other major companies and organizations.
- Help clients with menu planning and room set up to ensure all their needs and requests are met.

ARAMARK Business and Industry

Johnson Controls GLOBAL IT, West Allis, WI

October 2014 - September 2017

Retail Location Manager

Primary management responsibilities included café operations and catering operations within the Johnson Controls Global IT building.

- Support a team of 3 individuals to ensure operations effectively progressed while yielding results. Worked closely with all clients to ensure all catering needs are met. Includes menu planning and implementation of event.
- Manage weekly scheduling practices and time monitoring for all cafe employees.
- Enter, receive and manage all necessary orders for cafe. To include forecasting fresh made items to reduce waste.
- Managed and worked events ranging from \$50.00-\$100,000.00+ fine dining events based off client's needs.
- Create weekly and monthly forecasts for all unit-projected revenue, food cost and direct expenses while ensuring all sales and expenses remained on path of targeted goal.
- Manage weekly inventory practices to include invoice data entry.
- Manage all in café marketing and promotions, conceptualizing all promotions from start to finish. Ensuring seasonal and monthly promotions/marketing material remained current and appealing to the target audience. Monitored direct competitors marketing and promotions, thus ensuring current campaigns were competitive.

Education

Greenfield High School

Diploma, General Studies, 2006

Special Skills

ServSafe Certified

*References available upon request