

---

# HEATHER P. BARRY

---

December 9, 2022

RE: 10 Elm Events/ Program Committee

Dear Town of Boxford,

Kindly accept this letter and resume in response to my interest in the 10 Elm Events/ Program Committee position in the Town of Boxford.

Currently I hold active positions with the Historic District Commission & BEST Board. My diverse outreach and relationships within the town create the perfect sounding board for what is needed within our community. The opportunity to better serve and connect our community members will be through the utilization of the long awaited COA/ Community Center.

My wide range of experience in event planning, development, and management make me a key contributor to what makes sense and what works for the space and needs of our town. I have been excited to be apart of this reuse project that I have seen from start to finish and now as it sits in its true beauty it holds so much potential.

I look forward to your consideration and hope to be an influential team member of this committee.

Sincerely yours,

Heather Barry

Heather Barry



# HEATHER P. BARRY

**EDUCATION: University of New Hampshire, Durham, NH BA: Communication & Business**  
Graduated **Cum Laude**, Honors program The National Society of Leadership and Success

## EXPERIENCE

### COMMUNITY INVOLVEMENT

#### **Historic District Commission/ Historical Commission 2017 - Present**

Create awareness & community improvement of significant landmarks & homes within the district

Advocated/ Assisted with the 10 Elm project & Committee

#### **Tri-Town School District Re-Opening Committee 2020**

Coordinated & Executed the reopening plan for the Tri-Town School system & Tents for each district

#### **BEST Board Member 2021 - Present**

Grant writing & Event Planning

#### **Beaumont Hotel Gloucester, Massachusetts, Winter 2015-Winter 2017**

*Manager & Sales*

- Curated & assisted with the design & opening of all aspects of hotel
- Spearheaded ground up F&B Operation and events space
- Managed, planned & booked diverse events

#### **The Trustees of Reservations & Fireside Catering Ipswich/Canton, Massachusetts, Spring 2013 - 2015**

*Private Event Manager & Sales*

- Actively hold sales meetings for wedding and corporate clients
- Plan and manage weddings from start to finish as well as corporate events for high end clients
- Manage property calendars and sales calendars for region
- Organize annual wedding showcase for multiple wedding venues across Massachusetts
- Negotiate contracts and deals to maximize sales
- Annually produce over \$300,000 in sales
- Increased sales by 20% my first season at the organization, 40% my second season
- Surpassed multiple sales goals for the 2014 season

#### **The Country Club Chestnut Hill, Massachusetts, Spring 2011-Spring 2013**

*The Country Club Assistant Manager (Spring 2011-Spring 2013)*

- Oversaw all Club operations
- Executed and ran Private Events & Club Events
- Responsible as floor manager on a nightly basis for the formal and informal dining rooms
- Assistant to Club General Manager & Assistant General Manger
- Assisted with the Club's Summer Intern Program

*The Country Club Events Coordinator (Fall 2011 - Spring 2013)*

- Distributed weekly Write up packet as well as event changes
- Booked & Organized Private events and Club events, Managed the Club's Yearly Events & Calendars
- Coordinated Sporting events and annual Holiday Events

#### **The Golf Club at Turner Hill, Ipswich, Massachusetts, Summer 2007-Spring 2011**

*Membership & Event Coordinator, Club Accounts Payable (2009-Spring 2011)*

- Responsible for the entire golf club and residential accounts payable
- Directly work with President and CFO of the Club
- In charge of arranging member events and all clubhouse bookings
- Manage social calendars and assist with member requests

*Membership Relations & Events Coordinator Internship (Summer 2008)*

- Oversaw & arranged events, excelled in superior customer service relations, coordinating member events, weddings, corporate golf
- Assisted with the development of the Turner Hill Wedding Catalog as the key spokesperson
- Conducted wedding consultations and lead mansion tours

*Manager of on Course Beverage Operations (Summer 2007-Fall 2010)*

- Managed the beverage cart operations from 07-09, increased on course food and beverage sales by 97%
- Assisted membership sales with effective customer service for potential new members
- Developed strong interpersonal relationships with members, having a knowledge of all members
- Responsible for all cash bank dealings on and off course

**Additional Experience with Turner Hill:** Assistant to the President & CFO, Front Desk Operations Manager, Pool Manager, Server, Bartender, Catering Captain, Food & Beverage Floor Manager, Event Tour Manager & Wedding Cottage sales representative. Assisted with Human Resources and helped establish the membership services department.

#### **Boston Bruins Professional Hockey Team, Boston, Massachusetts**

*Boston Bruins Media Relations Department Intern (Fall 2009-January 2010)*

- Compiled & formatted daily media coverage of team to over 300 members of the media & upper management
- Assisted in the media development of the 2010 Winter Classic & escorted Bruins players to appearances
- Managed responsibilities for media relations game day staff, & trained incoming interns
- Boston Bruins Media Relations Representative during team practice & game days
- Developed PR Plans for Boston Bruins events; Represented Bruins players at charity functions & hospital visits
- Authored featured stories for the Boston Bruins official website
- Awarded the Dillman Award for NHL's Best PR Department of the year
- Commissioned to work for the NHL Communications Group during the 2011 Stanley Cup Finals

*Boston Bruins Hockey Operations Department Intern (Spring 2010-May 2010)*

- Developed the Boston Bruins 2010 Official Team Travel Guide
- Arranged all air travel, team bus & equipment transfers for 2010 season

### **SKILLS & CERTIFICATIONS:**

MS Word, Excel, PowerPoint, Outlook, Jonas, ClubTec, RezStream, AED, CPR, Tips, Serve Safe & Crowd Control Certified