

Kristin Elshout

Buyer, Set Dresser, Draper

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I.A.T.S.E Local 44 member with experience as a buyer, set dresser, and draper. I hold my 44 card in drapery.

Credits

TELEVISION

Baskets - Set Dresser/Draper - March 2019-Current

Big Little Lies - Set Dresser - February 2019

Curb Your Enthusiasm - Set Dresser - January 2019

The Politician - Set Dresser/Draper, Buyer - July 2018-December 2018

Who Dis - Set Dresser - July 2018

The Coroner - Set Dresser - March 2018

Stick It to the Streets - Set Dresser & Buyer - March 2018

Sticker Shock - Set Dresser - February 2018-March 2018

FEATURES

Palm Springs - Buyer - April 2019-Current

Murder Mystery - Set Dresser - March 2019

COMMERCIAL

Enterprise - Buyer - February 2019

Zyrtec - Buyer - February 2019

Shazam! - Buyer - January 2019

Google Pixel 3 - Set Dresser - January 2019

Craftsy for Facebook - Set Dresser & Buyer - December 2017

PHOTO

Clean South – Set Dresser & Buyer – July 2018

Calypso & Chloe + Mint – Set Dresser - July 2018

LeTarte Lux - Set Dresser - June 2018

Memorial Care - Production Assistant - June 2018

UBER - Production Assistant - June 2018

UBER - Production Assistant - May 2018

Dominos - Production Assistant - May 2018

Cummings - Production Assistant – May 2018

Yescarta - Buyer - April 2018

Coolsculpt - Buyer - April 2018

Sarah Remington Photography - Set Dresser - April 2018

Facebook World Wide - Production Assistant - December 2017

CVS - Production Assistant - December 2017

Old Navy - Production Assistant - December 2017

Ramada - Production Assistant - November 2017

College Board PSAT - Production Assistant - November 2017

College Board SAT - Production Assistant - October 2017

Dolby - Production Assistant - September 2017

Hewlett Packard - Production Assistant - August 2017
Plantronics - Production Assistant - August 2017

OTHER WORK HISTORY

2014 - 2018

Hot House

Hospitality Consultant & Event Producer

Consulting:

- Creation & implementation of front of house systems for bars, restaurants, and venues.
- Staff recruiting, training, and management.
- Brand identity and implementation.
- Social Media content and implementation.

Events:

- Catering & Event strategy, menu building, and design.
- Day of, Month of, Year of coordination.
- Sourcing & supervision of vendors.
- Community promotions & partnerships.

Clients: Little Star, Workshop SF, Thistle Meats, Itani Ramen, Black Cat, Hopscotch, TRUFL, Rebecca Jean Catering, Logmeh LA, Disco Dining Club, Be Hitched

2014 - 2016

Straw

Director of Catering & Events

- Event sales, event design, event planning, on-sight execution, and food styling.
- Developed annual sales strategy, resulting in a 50% increase of total sales.
- Recruited and managed contracted daily dining clientele, which increased catering delivery sales by 500%.
- Built Preferred Vendor list and acted as intermediary between venue and vendors.
- Recruited, hired, trained, and managed staff of 25+ servers, bartenders, cooks and admins.
- Monitored business expenses for both the restaurant and the catering department - tracking budget goals per period and per quarter.
- Collected assets for pre-sale design mock requests and rentals.
- Custom menu building, food production and tastings.
- Created social media content for Instagram, Facebook, Twitter, and email club.

Clients: Twitter, Facebook, Google, Uber, Lyft, Zendesk, SF Giants, IDEO, Kaiser, Off the Grid, Salesforce

2007 - 2014

Jean-Michel Cousteau Fiji Islands Resort

Reservations Agent & Event Coordinator

- Managed all resort inquiries & sales for North America, Europe, and Asia.
- Handled all resort inquiries from initial guest contact, through the proposal & reservation process.
- Focused efforts on marketing resulted in a 20% increase in bookings in 2008, 30% in 2009 and 50% in 2012
- Created travel itinerary for clients including ground transportation, flights, travel insurance, pre & post destination advice and arrangements.
- Remotely organized & managed events including weddings, company off-sites, and group packages.
- Maintained International database of reservations for Executive and VIP clientele.
- Developed social media strategy on Facebook, Twitter, & Trip Advisor.
- Provided administrative support for Reservations Director including light bookkeeping, calendar and travel

Skills

Prop Styling, Drapery, Sewing.

Asset management , continuity management, light construction.

Event Coordination, Policy & Procedure Development, Budget Oversight, Project Management.

Executive Assistant and Marketing Professional.

Social Media Management for business.

Mac and PC proficient, Excel, Microsoft Word, PowerPoint, Excel, Google Apps, Adobe InDesign, Insightly, Slack.