

Ella Theisen

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EXPERIENCE

Team Player Productions, Wheatridge Co - Event Management Intern

February 2026 - present

- Assist team onsite for events including Park City Wine Festival, Boulder Creek Festival, and Rino Festival
- Update websites with accurate wine tasting lists, menus, and dates/times
- Working with suppliers and vendors to attend our events
- Create and update Canva slideshows for event re-caps, advertisements, and photo catalogs
- Work in Elementor and Word Press for website design

Lory Student Center Catering, Fort Collins Co - Team member

August 2025-present

- Set linens and table decor to client request
- Set out food based on buffet style, platted, single or double sided buffet, and any other client requests
- Monitor event and food/drink needs
- Manage food safety by monitoring temperatures

Odyssey International, Dublin Ireland - Destination Management Intern (*Incentive events, Corporate*)

May 2025 - July 2025

- Assist senior event managers on 1-4 day long events including transportation, tours, galas, event set up and preparation, dinners, client hotel check ins and checkouts, and restaurant set up
- Design pre selected menus in PowerPoint and Canva
- In charge of supplier correspondence for 3 groups of 20+ people for 4+ days, inquiring about rate, availability, and conformation
- Worked with clients on their needs for their experience, sat in on meetings, created activity proposals ranging for 20-40 page slideshows
- Updated costing sheets in excel

Panera Bread, Fort Collins Co - Team member

December 2024 - August 2025

- Prepare meals such as sandwiches, soups, salads, smoothies and pastries while working with a team.
- Stock to-go containers, cups, and lids while multitasking customer

SKILLS

Event planning
Attention to detail

Prolonged patience

Ability to problem solve

Teamwork

Fast learner

Leadership

Communication

Problem solving

Organization

Time management

Adaptability

Thrives in fast paced environments

CERTIFICATIONS

TIPS certified

ServSafe Manager certification

EDUCATION

Colorado State University, Fort Collins Colorado

Degree: Hospitality and Event Management

Minor: Business Administration

orders.

- Take orders, provide recommendations, and assist in closing tasks such as refrigeration of time-sensitive foods, cleaning, organizing, and other tasks assigned.
- Open and close cash drawers

GPA: 3.3

Graduation year: 2026

Volunteer work

Iron Brew - Brew Festival

May 2025 and 2026

Planned and executed a 500 pax event at Colorado State University that showcased 4 different new brews from New Belgium, Odell's, Peculiar, Horse and Dragon and the CSU Fermentation program. Worked with a team of 3 to secure an alcohol permit, secure perimeter, plan layout, set up day of, plan catering, make catering dishes, and communicate efficiently with clients.

Gifford Cafe

January 2025-December 2025

A student-led coffee shop that works to provide customers with beverages such as lattes, matcha, chai, etc. where students got to learn how to be leaders in a work environment. We had weekly meetings to discuss how the cafe is running with our team of seven students and one teacher, learn about cost analysis, product pricing, and how to be a good manager. I create new drinks, take inventory, stock products, take orders, and open and close the cafe.