
Claire Rhine
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EXPERIENCE

Client Services Manager | Austin Concierge Company

April 2023 - Present

- Executive and personal assistant to multiple clients
- Project manage personal and professional lives for various clients and manage their emails, calendars, travel, reservations, appointments, bills and keep my clients on track of all timelines and budgets
- Plan and execute events for multiple businesses including parties, retreats, product launches and weddings

Events Specialist | Camp Gladiator

Aug 2020 – April 2023

- Organize events and marketing strategies for internal and external events for up to 5,000 attendees
- Responsible for Camp Gladiator’s annual fitness competition which was voted Best Fitness Competition in 2022 by Austin Fit Magazine and resulted in a 12% cost savings from previous years
- Manage event budgets up to \$1,000,000
- Coordinated virtual webinars and conferences for up to 2,000 attendees including hiring a third party live stream vendor, managing virtual culture events and games, prepping gifts/surprises for attendees watching from home
- Collaborate cross-departmentally and with outside vendors on event needs like business development, gear, accounting, human resources, rental companies, city employees and more
- Manage venue selection, contract review, registration launch and reporting, event staffing and timeline, food and beverage, decorations and signage, event surveys, and post-event reports
- Including all marketing responsibilities listed below as well

Event Marketing Project Coordinator | Camp Gladiator

June 2019 – Aug 2020

- Create and manage all marketing timelines and collateral
- Manage all company and event social media platforms including Facebook, Instagram, LinkedIn and TikTok
- Collaborate and brainstorm on campaign and event needs with various stakeholders
- Hold all stakeholders accountable to deadlines as I was directly responsible for the overall campaigns and events
- Track and report on campaign and event performance and report to company executives and CEOs

Office Assistant | Camp Gladiator

Feb 2019 – Aug 2020

- Manage front desk and HR assistant responsibilities including onboarding and offboarding employees
- Coordinate with outside vendors for facility updates
- Assist employees in technology and office space needs

Event Intern | Dō, Cookie Dough Confections

June 2018 – Aug 2018

- Research creative event and marketing ideas for the bakery
- Assist the event director on catering events and trade shows

EDUCATION

Texas A&M University

Bachelor of Science, 3.65 GPA, Cum Laude

Major: Recreation, Parks and Tourism Sciences with an emphasis and certificate in event management

Minor: Business

Graduated in 3.5 years

PROFESSIONAL REFERENCES

LAURA BAKER

- Events and Gear Director at Camp Gladiator
- (512) 784-5231
- laura@campgladiator.com

BLAIRE CLAUSE

- Previous Marketing Manager at Camp Gladiator
- (713) 933-9849
- blaireclause@gmail.com

KATELYN MCCARTHY

- Team Leader at Young Life Volunteer Program
- (210) 323-9450
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