



We are a full-service wedding planning company since 1995. Work in a fun, social environment and seek a bright, detail-oriented and energetic person as an addition to our team

Internship to include:

**PR/Publicity Project**

Review current photos from previous weddings and organize  
Contact photographers from all 2008 weddings for photos  
Review all listings of websites that Creative Occasions is listed, update pictures  
Work with owner on redesign of company website  
Client contact  
Organizing of forms, client data, information from wedding professionals

**Database Project**

We have a series of databases for different projects which need to be updated, maintained and coded

**Marketing to Wedding Professionals**

Possibly a newsletter and quarterly information sent to our top wedding professionals. Project will unfold as we develop it.  
Answering phones and inquiries from prospects and vendors  
Filing  
Assist with managing email correspondence  
administrative support for contract processing for clients and vendors  
data entry

**Qualifications:**

Personable and loves a good challenge  
Flexible – some of this can be done at your own home office  
Ability to handle multiple tasks at one time  
Strong work ethic  
Professional telephone manner a must  
Proficient in Word, Excel - great if familiar with ACT, but not required  
some database experience preferred  
detail oriented - accuracy important  
Very organized

Please contact Marie Rios, Creative Occasions 415-897-9939 or email [mrrios@creative-occasions.com](mailto:mrrios@creative-occasions.com)

936-B 7<sup>th</sup> Street, #241

phone: (415) 897-9939 • fax: (415) 532-1475 • [www.creative-occasions.com](http://www.creative-occasions.com)