

MAREN ASKINS

P.O. Box 8040 • Alta Lodge • Alta, Utah 84092 • (207) 745-4113 • marenaskins@altalodge.com

EDUCATION

Bill and Vieve Gore School of Business - Westminster College, Salt Lake City, UT
Master of Business Administration, May 2020. GPA 4.0, Delta Mu Delta

Bowdoin College, Brunswick, ME
Bachelor's Degree, Biology with Honors, Minor in Music. May 2012. GPA 3.4
Sarah and James Bowdoin Scholar 2011-2012

James Cook University, Townsville, QLD, Australia.
IFSA-Butler Study Abroad Program, Fall Semester 2010

PROFESSIONAL EXPERIENCE

Alta Lodge Alta, Utah
www.altalodge.com
General Manager

November 2018-Present

- Manage daily operations to ensure exceptional guest experience and lodge appearance.
- Manage hiring, employee housing, and personnel matters for entire staff.
- Lead management meetings and communicate issues, topics, and changes with ownership and across lodge departments.
- Analyze lodge finances and data to ensure profitability and to inform decision-making.
- Coordinate with the Town of Alta, local businesses, other outside organizations, and lodge ownership to optimize lodge operations within our community.

Manager on Duty

May 2015-November 2018

- Manage and assist lodge departments in their daily operations to ensure high quality of customer service for guests.
- Handle and resolve crises, including guest relations, employee relations, financial issues, maintenance and medical emergencies.

Wedding and Event Coordinator

January 2015-November 2018

- Serve as the liaison between the couple, vendors, family and friends, and lodge departments, in order to plan and execute their envisioned event.
- Manage event finances, providing estimate and final bills, settling payments with the responsible parties, and compiling this information into yearly sales analysis.
- Collaborate with department heads to create and update facility, food, and beverage services, while generating marketing and bill templates for our current and future bookings.

Front Desk Clerk

November 2012 - May 2015

- Serve as liaison between guests, the lodge departments, and partnering companies to ensure quality customer service for our guests via interactions in-person, over-the-phone, and over-email.
- Balance daily guest accounts and lodge finances; check guests in and out; provide information and assistance to guests.

Snow Farm Cardrona Valley, New Zealand
www.snowfarmnz.com
Cross Country Ski Instructor

June 2012-October 2012

- Taught ski lessons daily and managed weekend ski programs for children, including special needs children.
-

RELEVANT EXPERIENCE

Freelance Professional Cellist

- Performances for fundraisers, weddings, and special events, both locally and internationally.
- Featured soloist with the Augusta Symphony Orchestra in 2009 and 2010; solo recitals in 2011 and 2012.
- Featured on Maine Public Broadcasting Network (MPBN) in 2010 for concert with Augusta Symphony Orchestra.

Division I Nordic Skiing at Bowdoin College

- Competed on the EISA carnival circuit from 2008-2012, earning All Academic Honors in 2011-2012.
- Trained an average of 500 hours yearly, requiring efficient time management, self-motivation, and commitment.