



Yvette A. Ponté

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PROFILE

13+ years experience planning and implementing corporate incentive travel programs and meetings ranging in size from 60-5000 attendees. Ability to plan, lead or assist in all areas including: VIP's, F&B, Meetings, Hospitality Desk, Transportation, Rooms, and Activities & Tours.

EDUCATION

Arizona State University – BS Recreation Management & Tourism 1995 (cum laude)
Richmond College, London, England – International Tourism & Business
Bermuda College, Bermuda – International Tourism
Don Quijote Language School, Barcelona, Spain – Spanish

CORE COMPETENCIES

- Excellent project management skills include ability to analyze data, develop strategy, establish time lines, formulate and execute plans.
 - Superior at building and maintaining relationships with colleagues, clients and suppliers, and working in team environments.
 - Outstanding written and verbal communication skills including public speaking.
 - Demonstrated ability to function in high pressure situations under challenging work conditions.
 - Personal commitment to achieving excellence through self-motivation, perseverance and innovation.
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EXPERIENCE

2003 – Present Wingteam LLC, Event Staffing Services

Provide event staff to local and international Destination Management Companies and Incentive Houses. Recent projects include but are not limited to:

- BMW 3-Series Launch: 20 Wingteam Hosts and Hostesses supported the 2-week launch serving over 600 international press and media delegates. Wingteam staff managed airport transfers, test routes, key distribution, hospitality desk and press conferences.
 - Arizona Biltmore Resort and Spa – Primary supplier for event staff for Biltmore Destination Services for clients including: Wells Fargo, IMN, Hensley Distributors, Sunbelt, Vision Council of America, American Magazine Conference.
 - Ideal Destinations: Provided 20 staff over 2-day event to assist with Mock Jury Trials for a New York based law firm.
 - Wet Mango: Promotional for Barrett Jackson
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1998-2003 Executive Travel Coordination – Freelance Travel Director

Travel internationally to coordinate on-site logistics for major meetings, conferences and incentives. Some clients include but are not limited to the incentive firms and corporations listed below:

- **UsMotivation: Aventis Pharmaceuticals, GE, AIG**
- **TMG LLC: Hewlett Packard**
- **Johnson & Johnson**
- **Madison Performance Group: Pfizer Pharmaceuticals**
- **United Incentives: Hunter Douglass**
- **AT&T Wireless**
- **GEM: John Hancock Financial**
- **Discovery Toys - Annual Toy Show and Incentive**
- **Inspire Excellence: Peterbilt**

2002-2005 Arizona State University, School of Community Resources and Development Instructional Specialist & Senior Internship Coordinator

Responsibilities include managing all aspects of the senior internship program for the School's Tourism and Recreation Majors. Position also includes directing the department's recruiting and public relations efforts targeting new students and affiliated agencies.

- Assist 75 interns annually with securing positions in the field of Tourism, specifically meeting and incentive planning
- Act as a career advisor to help students face professional challenges while in the field.
- Author of *Quest for Success – Senior Internship Manual*.
- Initiate and develop relationships with professional partners and alumni through personal outreach.
- Responsible for development of website, print media, weekly and annual newsletters.
- Manage promotional events including career fairs and alumni week activities.

1995-1998 Maritz Travel Limited, Marlow, England Account Executive

Designed, planned and implemented incentive travel programs and meetings for up to 500 participants for Mobil Oil, IBM and Nortel.

- Assisted with budgetary management of 4 programs annually, ranging from 2 – 6 million dollars each.
- Researched destinations, performed site inspections, designed and planned all aspects of programs.
- Coordinated marketing campaigns including branding, production and distribution of collateral.
- Negotiated with suppliers including ground agents, hotels, and printing and production companies.
- Served as key client contact and collaborated with in-house and on-site teams.
- Designed and processed participant registration forms and surveys

REFERENCES

References will be provided upon request.