

**Melissa Clarke-Wharff**  
**5443 Beechtree Drive**  
**West Des Moines, Iowa 50266**  
**515-423-9930**

**Career Goal:** To start up and lead a non profit adaptive sports gym for special needs kids. Utilize my skill set of leadership, financial management and people development to achieve our organizational goals.

**Skills Summary:** 25 years of extensive experience in managing and leading operational activities in the hospitality industry. Leading them to outperform with effective utilization of my managerial and leadership skills.

**Work Experience:**

**Founder/President**

2012-Present

Courage League Sports

- \* Establishing Courage League as a 501c3 Organization
- \* Promoting and Fundraising our Organization to community leaders and Corporations
- \* Establishing and directing adaptive programming for different levels of disabilities

**Food Service Director**

2000--2012

Aramark Corporation

- \*Oversee daily food service operations for patients, visitors and staff
- \*Financial management of an 8 million dollar budget for Clients
- \*Managed procurement of multiple vendors and RFPs for Clients
- \*Directed staff training, hiring and leadership development of Managers
- \* Created menu selections, implemented Room Service program for Patients

**Director of Catering Sales/Marketing**

1996-2000

West Des Moines Marriott Hotel

- \* Developed pre-opening sales team for Hotel
- \* Developed and executed Marketing plan to Community for opening of Hotel
- \* Created Restaurant and Lounge concepts
- \* Implemented Catering Menus and Event Management
- \* Lead Region in exceeding Sales and Revenue Goals for Hotel

**Director of Catering**

1994-1996

Glen Oaks Country Club

- \* Successfully executed daily special events for an exclusive private golf club
- \* Managed PGA golf events, Corporate Hospitality events and player events
- \* Planned and oversaw all Membership social events

**Operations Manager**

1991-1994

Marriott Corporation

\*Entry level manager in training program

\* Experience in all departments of the hotel and its management

\* Developed experience in Financial Management of Operating Budgets

**Community**

Member Board of Directors John Stoddard Rally for Cancer

2005-Present

Member Board of Directors Kiwanis Miracle League

2010-2012

Member Childserve Parent Advocacy Group

2010-Present