**Your Name**

Picture

123 Main Street, San Francisco, CA 94122

Home: 000-000-0000 | Cell: 000-000-0000

email@example.com

**Professional Summary**

Experienced Events Coordinator with over a decade of experience coordinating events for management clients and sales staff. Understanding that the best event is one that seems to move flawlessly being the person behind the curtain that makes it happen can be quite satisfying.

**Core Qualifications**

* Attention to detail
* Strong negotiation skills
* Positive relationships and communications
* Project time-line creation
* Site evaluation check-list
* Troubleshoot problems effectively and efficiently

**Experience**

**Events Coordinator**

**4/1/2009 – 9/1/2014**

**J&B Industries**

**New Parkland, CA**

* Coordinated travel for sales staff to various trade shows.
* Arranged for product samples booth attractions and collateral to be shipped and set-up for trade shows.
* Coordinated all aspects of regional and national sales meetings including meeting rooms guest rooms group meals and evening entertainment.
* Developed a time-line for success that linked activities that effected each other. This often resulted in thwarting problems before the arose.

**Events Coordinator**

**6/1/2004 – 3/1/2009**

**Denton Corporation**

**San Francisco, CA**

* Was responsible for coordinating off-site training for mid-to-senior level management.
* Created a site evaluation matrix that enabled the training manager to quickly compare what various sites had to offer against cost and seminar requirements.
* Developed strong relationships with hotel event coordinators.

**Assistant Events Coordinator**

**7/1/2001 – 5/1/2004**

**Jameson Products Inc.**

**New Parkland, CA**

* Performed various administrative support tasks for the sales department.
* Assisted with preparations for quarterly regional sales meetings including contact with all attendees regarding hotel reservations transportation and meeting agenda items.
* Arranged for a block of rooms at the hotel and confirmed all reservations to ensure that any cancellations were made in time to avoid no-show charges.

**Education**

**Associate Degree – Business Administration**

**2003**

New Parkland Community College

New Parkland, CA