Name

Picture

Address:

Phone No.

E-mail

**Performance Summary:** Dedicated and highly-motivated professional with over 10 years’ firsthand experience in coordination and planning of large and small events. Solid track record of setting-up and executing successful events within limited budget and managing many events simultaneously. Demonstrated ability to negotiate and secure contracts by effective communication with stakeholders. Bilingual: English/Spanish.

**CORE COMPETENCIES**

|  |  |  |
| --- | --- | --- |
| – Event Marketing | – Venue Selection | – Ordering Supplies |
| – F&B Arrangement | – Vender Negotiation | – Decoration |
| – Information Gathering | – Script Development | – Travel Arrangement |
| – Procurement | – Event Safety | – Reports Preparation |

**PROFESSIONAL EXPERIENCE**

|  |  |
| --- | --- |
| ABC Entertainment – Los Angeles, CA | Mar 2008 – Present |

**Event Coordinator**

• Introduce a marketing campaign that brought in many corporate customers
• Attain Best Event Planner of the year award in 2010
• Plan and execute successful events for individuals and corporate clients
• Ensure material and manpower is available for any events in progress
• Advise clients on setup options
• Provide clients with estimates on cost of events
• Maintain liaison with caterers and managers

|  |  |
| --- | --- |
|  Garrison Institute – Garrison, NY |  Jun 2006 – Mar 2008 |

**Event Assistant**

• Timely collected, maintained and delivered event and equipment materials which resulted a decrease in customer complaints from 20 to less than five complaints per month
• Entered event information through scheduling database that greatly enhanced efficiency
• Represented company on the telephone and at events
• Met, greeted and directed guests
• Set-up table, linen and decorations
• Designed, created, distributed and removed event signage

**EDUCATION**
Associate of Arts in Event Management – 2002
St Peter’s Community College – Los Angeles, CA