**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_State: \_\_\_\_ Zip: \_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_ Zip: \_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**-Professional Summary**

Deadline-driven Event Coordinator with 8 years’ experience delivering exceptional results. Multi-tasking guru and excellent manager of time and resources. Highly detail-oriented and budget-conscious with a keen eye for symmetry and design. Skilled team leader with vast community connections.

**Core Qualifications**

|  |  |
| --- | --- |
| * Time management * Negotiations * Schedule construction * Marketing and promotional material design | * Detail-oriented * Budgets and planning * Contract review * Community specialist |

**Experience**

**Event Coordinator**

**1/1/2011 – Current**

**Big Day Productions**

**New City land, CA**

* Stage venue ensuring all design elements are finalized prior to event time.
* Schedule speaker’s vendors and participants and collecting fees as applicable.
* Create and disperse invitations and manage RSVP list.

**Event Coordinator**

**2/1/2009 – 1/1/2011**

**Meetings and Events by Diane**

**New City land, CA**

* Maintained detailed schedules to ensure successful events.
* Coordinated vendors and staff supplying food fixtures and furniture.
* Assisted in the creations of event promotional and marketing pieces.

**Event Coordinator**

**8/1/2006 – 2/1/2009**

**NCL Event Coordinators**

**New City land, CA**

* Calculated budgets for 106 events.
* Interviewed clients negotiated details and suggested venues.
* Booked talent or entertainment for applicable functions.

**Education**

**High School Diploma**

**XXXX – XXXX**