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| 27 Example Ave ♦ Los Angeles, CA 96647000.222.3333 ♦ quintin @ email. com |  **Quinton Tara** |

❖❖**EVENT COORDINATOR**❖❖

**Reliably managing successful multi-level events through feasible vendor contracts and exceptional administrative work.**

Dedicated, highly-motivated professional with over 6 years’ experience in coordination and planning of large and small events. Solid track record of setting-up and executing events and functions within assigned budget. Track record of managing dozens of successful events. Demonstrated ability to negotiate and secure contracts by effective communication with stakeholders. Bilingual: English/Spanish.

**CORE COMPETENCIES**

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| ● 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**

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| ABC Entertainment – Los Angeles, CA | Mar 2008 – May 2012 |

**Event Coordinator**

• Planned and executed tailor made events for individual and corporate clients
• Ensured availability of all material and man power is available for any events in progress
• Advised clients on setup options
• provided clients with estimates on cost of events
• Maintained liaison with caterers and managers

Key Accomplishments:
• Introduced a marketing campaign that brought in many corporate customers
• Best Event Planner of the month – May 2010

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

**Event Assistant**

• 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

Key Accomplishments:
• 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

**EDUCATION**

TRINITY UNIVERSITY – Los Angeles, CA, 2002
M.B.A. Hotel Management

**IT SKILLS**

MS Word, Excel, PowerPoint ● Social Media Interaction