**Caroline Krueger**  
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**Objective**  
Experienced Event Manager Assistant in search of an Event Coordinator position that would utilize my experience in the events, tourism, customer service and hospitality industries.  
  
**Qualifications**

* Highly-motivated, dedicated, and ambitious professional with a broad background in coordinating projects, planning events, promoting business services, and ensuring a high level of customer satisfaction.
* Successful in establishing an exceptional rapport with individuals on all levels.
* Exceptional organizational and time management skills with attention to detail.
* Extensive knowledge of operating procedures of a large convention, theatrical or other public use facility.
* Strong principles and practices of supervision.

**Education**  
University of Cleveland, Cleveland, OH  
Master of Business Administration (May 2007)

* Concentration in Marketing and Global Management
* Relevant Coursework: Managerial Decision Making, Sustainable Customer Relationships, and Resource Optimization

**Work Experience**  
*Event Manager Assistant:* Dec. 2005 - Present, Martin Events, Cleveland, OH

* Perform duties associated with final settlement of non-ticketed events, such as tabulating charges and preparing final invoices.
* Prepare checklists of lessee requirements for distribution to proper staff offices, such as accounting and booking.
* Input, retrieve, and update event setup information and produce event reports through a computerized event management system.
* Finalize lessee requirements including table arrangements and number and nature of support personnel needed, such as ushers, security guards, caterers, and decorators.
* Other duties include ensuring that setup of chairs, tables, stages, decorations and other equipment is in accordance with lease requirements and with safety codes, taking beginning and ending inventory of concession items, such as souvenir programs, records, and posters and collecting appropriate fees and writing event reports noting attendance, times, and significant problems.