**Christina Rogers**

7 N County Road 300 E, spring, TX 32101
(999) 900-9319, Email

**OBJECTIVE**
To work for Nirvana Events as an Event Planner. Offering extensive experience and demonstrated skills in planning, coordination, management, and implementation of external and internal events.

**KEY QUALIFICATIONS**
• Over two years’ experience in events planning and management
• Demonstrated ability to generate new business through different means such as cold calling and networking
• highly skilled in promoting brand names by implementing relevant marketing programs

**TECHNICAL SKILLS**
• Adobe Design Suite: Illustrator, Photoshop, Indesign and Acrobat
• MSOffice: Word, PowerPoint, Excel, Access
• Social Media: Facebook, LinkedIn, Twitter • Fundraising software • Online surveys

**MAJOR ACCOMPLISHMENTS**
• Assisted in planning ten large scale promotional events for Nestle’s new products
• Formulated a management booklet that provides specific information for arrangement needs for people new to the business

**WORK EXPERIENCE**

Westport One, Spring, TX | May 2011 – Present
**Assistant Events Planner**

• Work with clients to assist in planning events of all types and scales
• Generate new business through networking
• Interact with customers to obtain feedback
• Ensure proper food safety and sanitation
• Integrate current trends in even design and planning
• Manage event budgets
• Manage help for conferences
• Negotiate prices vendors

**EDUCATION**
The University of Texas, Spring, TX
Bachelors of Science in Business Communication
• Major: Marketing • Minor: Communication Studies
• GPA: 3.22 • Dean’s List

**OTHER COMPETENCIES**
• Communication
• Excellence in customer service
• Telephone etiquette
• Time management
• Budgeting and finance
• Negotiation