PERSONAL INFORMATION

Address: …

Phone: …

SUMMARY

I am a dedicated, motivated, and goal-oriented professional with over 7 years’ of experience in planning and coordinating all sorts of events, from corporate conferences to themed parties. I have a solid track record of staying within budget when it comes to organizing a function and respecting the clients’ instructions to the letter. I have good people management and leadership skills, as I coordinated large teams of individuals in the past. I’m available to travel, if needed.

EXPERIENCE

Company Name, City, State, and Period of employment

Job title (event coordinator, event assistant and so on)

Key accomplishments:

* Planned and executed over 60 tailor made events for individual and corporate clients
* My team and I earned the prestigious X award for “Achievement in even planning”
* Managed budgets ranging from $5,000 to $100,000 and succeeded to save clients an average of 20% from the overall cost of the event
* Trained over 15 new employees

Responsibilities:

* Meeting with clients to discuss the specifications of the events
* Calculated estimated cost of different type of events
* Maintained liaison with caterers, florists, photographers and other professionals
* Handled all the bills
* Insured the events went smoothly and the feedback from attendees was exceptional

TRAINING AND CONFERENCES

* How to Handle a Large-Size Event seminar held by a well-known event planner, September 2009
* International Conference for Event Planners, attended in 2011

EDUCATION

* High school diploma, XXXXX High School, graduated XXXX
* X University, Bachelor in Marketing, graduated XXXX

SKILLS

* Strong time management skills
* A proactive approach