**EVENT PLANNER**

**Profile Summary**

Faultless record of corporate event planning combined with discerning experience in planning, designing, arranging and coordinating every detail of various types of events such as conferences, client appreciation events, road shows, promotional trade-shows, business meetings, exhibitions and social events (media).  
**■ Competencies include:**

* Detail oriented | Result/goal oriented | Self-Motivated | Articulate | Creative
* Strong verbal communication skills for dealing effectively with all types of personalities.
* Superb organizational skills – Ability to prioritize, multi-task, lead, direct, and solve problems effectively.
* Languages – Fluent in English, Spanish and Russian.
* Bachelor’s Degree in mass communication / public relation.

**■ Objective Statement** – Being the focal point in arranging special events and executing such events in the most successful way for reaching marketing goals and promotional objectives of the business organization.

**Professional Experience**

Capacity Event Services           Logan, UT                   2006 – Present  
**Sr. Event Planner (Manager)**

**■ Key Initiatives/Management Activities:**

* Planned, coordinated and executed events – Oversaw the planning and execution of logistics and operations for private meetings, conferences, road/trade shows and special events.
* Managed all sort of the event operations – The facility selection, contracting, pricing, transportation, accommodations, food and beverage selections and audio/visual service arrangements.
* Supervised production of events – Worked with event sponsors and internal/external teams on all aspects of planning the event.
* Planned the event floor plan and its budget and produced the event materials and accessories.
* Re-assessed the communication plans, special packages, processes, and look-and-feel appeal in collaboration with cross-company teams.
* Assisted in acheiving business objectives through leads generated from seminars, special events and trade shows.
* Negotiated and managed contracts with sub-contractors and vendors.