**Kim Kale**

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**WEDDING PLANNER**

**Sales champion with a strong passion for customer service.**

Innovative, proactive event planning professional with a high-energy background in a fast-paced wedding management arena. Proven record of planning and execution of 500+ small and large weddings and corporate events. Outstanding written and verbal communication skills and superior presentation capabilities aimed at managing aesthetic weddings within designated budgets.

• Demonstrated ability to convert immediate enquiries into confirmed business.
• Eager to exceed targeted levels of sales.

**WEDDING PLANNING EXPERIENCE**

Nirvana Events Hyattsville, MD
**Wedding Planner** | 05/2003 – Present

• Confer with clients to determine their needs for planning wedding events
• Determine allocated budgets and provide clients with information on what can be done within the budget
• Provide clients with information on how a wedding event can be managed within the allocated budget
• Accompany clients to different venues and assist them in choosing the right venue
• Interview vendors and hire ones that meet the budget and need criteria
• Ensure that all material such as furniture, canopies and supplies are available
• Negotiate rates with vendors and make sure that catering details are handled properly
• Play an active part in decorating the venue on the wedding day
• Ensure that there is a backup in case of inclement weather
• Run rehearsals with the bride and the groom in order to instruct them how to walk in on the big day
• Arrange for flowers and other decorations and make sure that they are placed in a proper manner
• Liaison with printers in order to manage printable material such as banners, invitation cards and giveaway toppers
• Make sure that giveaways are handed to guests at the end of the wedding

**Key Accomplishments:**
• Planned and executed a wedding event for 700 guests within three days of initial client contact
• Stayed well within budget at most wedding events, allowing clients to save up a great deal

J & S Wedding Planners, Hyattsville, MD
**Assistant Wedding Planner**| 01/2002 – 05/2003

• Arranged for meetings with clients by calling or emailing them
• Accompanied wedding planning team to the clients’ offices or houses to discuss details
• Recorded client information and took down notes akin to clients’ needs
• Assisted clients at venue of choice by providing them with information on the venue and its limitations
• Prepared and sent proposals to clients and handled follow-up activities
• Kept in constant contact with vendors to ensure their presence and quality of work at the venue
• Ensured that every detail is coordinated at the day of the wedding

**Key Accomplishments:**
• Introduced the idea of wedding favors to the company, thereby attracting more clientele
• Reigned in a rollercoaster ride that involved handling a wedding event for 500 guests in record time of 12 hours

**COMPUTER SKILLS**
• Event management software
• Word • PowerPoint • Outlook • Excel
• Database

**EDUCATION**
Bachelor in Fine Arts | Maryland State University, Hyattsville, MD – 2001