

EMMA JOHNSON

Banquet Coordinator

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PROFESSIONAL SUMMARY

Dedicated to crafting extraordinary banquet experiences, I possess a decade of proven expertise in event coordination and logistics. My strategic approach to managing client relationships and operational details ensures flawless execution of events that consistently exceed expectations. I am passionate about leading teams that deliver exceptional service and foster long-term client loyalty.

WORK EXPERIENCE

Banquet Coordinator III

📅 Jan / 2018-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Expertly manage logistics for food functions, audiovisual equipment, and service needs to ensure seamless event execution.
2. Maintain compliance with health department regulations to guarantee food safety and service quality.
3. Lead the recruitment and training of catering staff, ensuring high standards of service are met.
4. Collaborate with clients to understand their vision, ensuring all aspects of the event align with their expectations.
5. Design and produce events while managing all project elements within established timelines and budgets.
6. Partner with marketing teams to effectively promote and publicize events, enhancing visibility and attendance.
7. Monitor event progress, making real-time adjustments to ensure flawless execution and client satisfaction.

Banquet Coordinator

📅 Jan / 2015-Jan / 2018

Summit Peak Industries

📍 Denver, CO

1. Strategically plan and oversee food, beverage, and entertainment logistics for events, ensuring exceptional experiences.
2. Manage detailed event paperwork, including contracts and budgets, to maintain organizational efficiency.
3. Uphold high client service standards, consistently delivering exceptional experiences at events.
4. Coordinate a variety of social events, including weddings and corporate gatherings, from conception to completion.
5. Carefully monitor event budgets and maintain accurate inventory of food and beverage supplies.
6. Perform daily reconciliations of banquet checks to ensure accurate financial reporting.

EDUCATION

Bachelor of Science in Hospitality Management

📅 Jan / 2012-Jan / 2015

University of Illinois

📍 Santa Monica, CA

Focused on event planning, customer service, and operational management in the hospitality sector.

SKILLS

Event Leadership

Collaborative Team Building

Event Promotion

Effective Time Management

ACHIEVEMENTS

- ★ Successfully coordinated over 100 high-profile events annually, achieving a 95% client satisfaction rate.
- ★ Implemented a streamlined inventory management system, reducing costs by 20% while maintaining quality standards.
- ★ Developed and executed training programs for staff, enhancing service delivery and event execution efficiency.