

# EVELYN WHITE

## Entertainment Coordinator

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### PROFESSIONAL SUMMARY

Motivated Entertainment Coordinator with two years of experience in managing diverse events, from corporate functions to community festivals. Expertise in logistics, vendor management, and audience engagement strategies. Ready to apply my organizational skills and creativity to create unforgettable entertainment experiences.

### WORK EXPERIENCE

**Entertainment Coordinator**      📅 Apr / 2024-Ongoing  
**Pineapple Enterprises**      📍 Santa Monica, CA

- 1. Volunteered as Entertainment Coordinator for annual festivals, overseeing logistics and talent management.
- 2. Evaluated talent submissions and coordinated auditions, enhancing the quality of performances.
- 3. Collaborated with sound teams to ensure technical requirements were met for all stages.
- 4. Coordinated performers and technicians for various events, including corporate functions and seasonal celebrations.
- 5. Created detailed rehearsal schedules and provided feedback to maintain high performance standards.
- 6. Managed attendance records and processed booking requests, ensuring smooth event operations.
- 7. Executed advertising campaigns across multiple platforms, effectively promoting events.

**Entertainment Coordinator**      📅 Apr / 2023-Apr / 2024  
**Lakeside Apparel Co**      📍 Chicago, IL

- 1. Assisted with marketing and security for events, enhancing overall guest experience.
- 2. Oversaw hiring of subcontract entertainers for a venue with multiple showrooms.
- 3. Processed weekly payroll for 75 musicians and entertainers, ensuring timely payments.
- 4. Coordinated travel arrangements and logistics for bands and performers.
- 5. Acted as a liaison between entertainers and technical staff to ensure seamless event execution.

### EDUCATION

**Bachelor of Arts in Event Management**      📅 Apr / 2022 - Apr / 2023  
**University of California**      📍 Toronto, ON

Focused on event planning, marketing, and logistics management.

### SKILLS



### INTERESTS

- 🏠 Home Brewing    🐾 Wildlife Conservation
- 🐾 Running    ❤️ Public Speaking

### STRENGTHS



### LANGUAGES



### ACHIEVEMENTS

- 🌟 Successfully coordinated 10+ large-scale events, enhancing audience satisfaction ratings by 30%.
- 🌟 Streamlined vendor communication processes, reducing planning time by 20%.