

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Event Assistant/Consultant

SUMMARY

To utilize my skills and gain further experience while enhancing the company's productivity, reputation and Customer Service.

SKILLS

Social Media Applications-Facebook, Hootsuite, Instagram, Periscope, Twitter, Windows Applications.

WORK EXPERIENCE

Event Assistant/Consultant

ABC Corporation - December 2005 - December 2006

- Assist to make sure that all room and events are setup for weddings, parties, bridal showers or other special events.
- Setup tables, chairs, staging as necessary to meet the needs of clients.
- General light cleaning, including but not to sweeping, vacuuming, and emptying trash and other cleaning duties assigned by supervisor.
- Move boxes, equipment, chairs, and tables into and out of storage.
- Drape tables and chairs with covers to coordinate with the event colors.
- Attend all events to assist with the setup, delivery and breakdown.
- Provides friendly, courteous, polite and helpful customer service.

Event Assistant

ABC Corporation - 2004 - 2005

- Assist the event manager in planning events for multiple different occasions and companies.
- Answer phone calls and emails regarding any event information.
- Input and keep necessary data organized in the computer.
- I was able to improve my communication and interpersonal skills.
- Having this job gave me the opportunity to meet many new people and to work with them to put on an event of their desire.
- Was put in a real world setting where I gained a huge amount of knowledge.
- Skills Used Organization Communication Team work Leadership Problem solving Confidence.

EDUCATION

Diploma - (Mentorship Academy)