ROBERT SMITH

Event Decorator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

An Event Coordinator provides client services by assisting users with their video enabled as well as Zoom events and ensures that the experience is smooth right from scheduling to the completion of events.

CORE COMPETENCIES

Strong sales skills to be able to sell ideas to clients, management, etc.

PROFESSIONAL EXPERIENCE

Event Decorator
Aria Decor - August 2014 – 2022

Key Deliverables:

- Provided training and education on print capabilities and design techniques to employees.
- Utilized vinyl and form cutting machines and printers effectively.
- Wrote complete rendering specifications clearly.
- Participated in departmental, planning, and design meetings, as well as in brainstorming sessions.
- Performed review of design elements for effectiveness, and attend event installations.
- Ensured paperwork, digital design files, and renderings are well-organized and maintained.
- Ensured project status, delivery information are promptly communicated to internal teams and clients.

Event Decorator
Delta Corporation - 2013 – 2014

Key Deliverables:

- Managing the design and production of promotional materials, such as websites and brochures.
- Oversee and approve marketing material, from website banners to hard copy brochures and case studies.
- Overseeing the company’s attendance at events, such as trade shows, conferences, and festivals.
- Measure and report on the performance of marketing campaigns, gain insight and assess against goals.
- Reports management about the departments functionality, operations, and workflow.
- Develop strategies and tactics to get the word out about our company and drive qualified traffic to our front door.

2259 Oak Street, Old Forge, New York, 13420
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- Updates job knowledge by participating in educational opportunities; reading professional publications.

EDUCATION

BS in Event Management

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