

Event Planning Assistant

ROBERT SMITH

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Objective

As a Event Assistant, responsible for assisting with all performing arts programs, including concerts, movies, dances, and special events, developing skills while being productive in community.

Skills

Customer Service Skills, Interprsonal Skills, Decision Making, Good Judgement Skills.

Work Experience

Event Planning Assistant

ABC Corporation - September 2014 - May 2015

- Prepared and set up for events, physical set up of spaces, tables, etc., placed signage, processed tickets, prepared programs.
- Provided volunteer management for events, ensured adequate coverage for each event and communicating with volunteers.
- Assisted with creation of marketing materials and distribute appropriately, included hard copy and online marketing materials.
- Performed box office functions, which includes ticket sales and provided program information, and/or concession functions at events.
- Recorded and processed all money taken in through concessions as well as donations.
- Maintained inventory of A&E products, ordered additional supplies as needed.
- Served as backup House Manager when necessary.

Event Planning Assistant

Delta Corporation - 2013 - 2014

- Planed activities and schedule the time for conference Developing and creating the schedule for conference Rent for the equipment and hiring volunteers .
- Floral Designed/ Catering/Service Attendant.
- Worked for the special events manager answering phones and assisting in the creation of reservations for large buyouts in varius rooms/ lofts .
- Maintained event guest list and invited mailing list as needed.
- Coordinated with staff and volunteers on set up and wrap of special event.
- Greeted event attendees Assisted with food and drink services at the event.
- Planned and coordinated monthly events for foreign exchange students and their parents Established relationship with venues and catering companies .

Education

Bachelor of Science - 2011(Bowling Green State University, College of Education and Human Development - Bowling Green, OH)