

# Robert Smith

## Event Planning Coordinator

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Planning, Order  
Management,  
Programming Skills.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

## **PERSONAL STATEMENT**

Event Planning Coordinator is responsible for Working closely with the Marketing team to create a brand identity for the company, Developing conference programs and technical specifications; working closely with Marketing to develop pricing plans, Coordinating corporate events such as trade shows, annual conferences, etc.; managing client relations.

## **WORK EXPERIENCE**

### ***Event Planning Coordinator***

**ABC Corporation - January 2010 - January 2014**

#### *Responsibilities:*

- Acted as an advisor to senior management on strategy, planning and execution.
- Managed multiple calendars throughout the year to.
- Developed detailed plans that set up an efficient and effective process for handling customer events.
- Ensured that customer orders are placed accurately and on time through daily and weekly check ins.
- Coordinated with suppliers, vendor partners, and clients to ensure that order fulfillment is timely and on budget.
- Maintained accurate records of orders received by meeting deadlines and ensuring order status is updated in real time.
- Developed an annual budget for the event based on the number of attendees and the cost of each component of the program.

### ***Event Planning Coordinator***

**Delta Corporation - 2008 - 2010**

#### *Responsibilities:*

- Weddings, Birthday Parties, Business Meetings, Hotels, Flights, Vendors, Budgets Domestic and International Client base Assist to needs of the .
- Coordinated all aspects of CU Friday, Academic Preview, Honors Day, and Family Day events Initiated and maintained correspondence with students, .
- St Paul Lutheran Church - Bolivar, Ohio Youth Coordinator U.S.
- Census Bureau - Canton, OH Administrative Assistant Buckeye Council, Boy Scouts of America - Canton, OH Administrative Assistant McDonald/Marlite .
- Planning, designing and coordinating all events including weddings, birthday parties, bridal showers, graduation parties, private events and etc.
- Raise \$81,000 with a budget of \$45,000 through the coordination of four major fundraising events annually Secured over 150 items used in silent .
- Plan and coordinate events from beginning to end Perform various duties day of event Advertise company, seek out potential clients & solicit .

## Education

MS