

Event Planning Manager

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 www.qwikresume.com



PROFESSIONAL SUMMARY

Dynamic Event Planning Manager with over 7 years of experience orchestrating exceptional corporate and social events. Skilled in managing logistics, enhancing client relationships, and driving revenue through strategic planning and execution. Passionate about delivering seamless experiences that exceed expectations and foster lasting partnerships.

WORK EXPERIENCE

Event Planning Manager

Apr / 2020-Ongoing

Pineapple Enterprises

📌 Santa Monica, CA

1. Served as the primary liaison for all group sales bookings at a 293-guestroom hotel, ensuring exceptional client service.
2. Collected and organized meeting details efficiently in the Event Management System to prepare hotel departments.
3. Acted as the on-site contact between meeting planners and hotel staff, facilitating smooth event execution.
4. Administered sales agreements and ensured food and beverage, audio-visual needs were met.
5. Oversaw guestroom blocks for groups, managing changes and cancellations with precision.
6. Monitored weekly pickup reports to ensure groups met contracted minimums.
7. Collaborated with team members to enhance guest experiences and resolve any issues promptly.

Event Planning Manager

Apr / 2018-Apr / 2020

Crescent Moon Design

📌 Portland, OR

1. Managed logistics and operations for events, delivering outstanding customer service and support.
2. Ensured seamless transitions from sales to service, maintaining high standards throughout the event lifecycle.
3. Identified revenue maximization opportunities through upselling and enhancements for events.
4. Led a team of event coordinators to create and execute events for staff and executives at the International Monetary Fund (IMF).
5. Collaborated with culinary, front desk, banquets, and AV teams to ensure flawless event execution.
6. Negotiated contracts for event spaces, arranged catering, and coordinated equipment and signage.

EDUCATION

Bachelor of Arts in Hospitality Management

Apr / 2016-Apr / 2018

University of California, Los Angeles

📌 Phoenix, AZ

Focused on event planning, customer service, and hospitality management.

SKILLS

Event Management Software Proficiency



Advanced Ms Office Suite



Daylight Event
Management Software



Fidelio Property
Management System



ACHIEVEMENTS

- Increased event revenue by 25% through strategic upselling and enhanced service offerings.
- Successfully coordinated over 150 events annually, ensuring client satisfaction ratings exceeded 95%.
- Implemented a new event tracking system, improving operational efficiency by 30%.