



# EMMA JOHNSON

## Event Production Assistant

### PROFESSIONAL SUMMARY

With a decade of event production experience, I excel in orchestrating complex logistics and managing vendor relationships to ensure flawless event execution. My ability to collaborate with clients and anticipate their needs fosters memorable experiences. Committed to delivering high-quality results, I thrive in dynamic environments, driving projects to successful completion and enhancing client satisfaction.

### WORK EXPERIENCE

#### Event Production Assistant

Pineapple Enterprises

Mar / 2018–Ongoing

Santa Monica, CA

1. Addressed client inquiries and resolved issues promptly to ensure satisfaction and smooth event operations.
2. Processed event permit applications, ensuring compliance with local regulations and timely approvals.
3. Reviewed and verified application documents for accuracy and completeness.
4. Collaborated with internal teams to assess site plans and logistical requirements for event readiness.
5. Issued permits for approved filming and special events, maintaining detailed records.
6. Conducted thorough checks on vendor licenses to ensure compliance and quality service delivery.
7. Assisted in the preparation of event production schedules, aligning with client expectations.

#### Event Production Assistant

Summit Peak Industries

Mar / 2015–Mar / 2018

Denver, CO

1. Supported the event planning process through consultations with clients and coordination with local vendors.
2. Designed and arranged floral and decor setups to enhance event ambiance.
3. Managed event setup, execution, and breakdown activities to ensure seamless operations.
4. Provided administrative support to management, facilitating efficient office processes.
5. Coordinated catering services for events, ensuring quality and timely food service for 50–1000 guests.
6. Oversaw event production logistics, including transportation and communication between chefs and staff.

### EDUCATION

#### Bachelor of Arts in Event Management

University of California, Los Angeles

Mar / 2012–Mar / 2015

Phoenix, AZ

Focused on event planning, logistics, and client relations.

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### SKILLS

#### Event Equipment Coordination



#### Event Coordination



#### Technical Setup



#### Vendor Relations



#### Budget Tracking



#### On-site Support



### INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

### STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

### LANGUAGES



English



Mandarin



Spanish

### ACHIEVEMENTS

Successfully managed logistics for over 50 events annually, ensuring on-time delivery and setup.

Streamlined vendor management processes, reducing costs by 15% while maintaining quality services.