

Robert Smith

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Freelance Event Planner

SUMMARY

Looking to utilize skills and strengths, accept challenges, be part of a team that will assist in enhancing the quality of people's lives, and assists in leading an organization to reach its fullest potential.

SKILLS

Detail-Oriented, Organized, Communication, Multilingual, Team Player.

WORK EXPERIENCE

Freelance Event Planner

ABC Corporation - 2011 - 2016

- Create an event timeline to ensure the event schedule is adhered to.
- Serve as liaison between vendors and clients for all events.
- Calculated estimated cost of a variety of events, booking venues, inviting attendees, ordering food, arranging activities, and working with vendors.
- Managed the hospitality desk, which functioned as a front desk/concierge service for 600 guests.
- Coordinate client appointments with vendors.
- Arranged speakers to create a systemize flow for the audience at the event.
- Communicated with team members to ensure the events are flowing as planned.

Freelance Event Planner

Delta Corporation - 2010 - 2011

- Create an event timeline to ensure the event schedule is adhered to.
- Serve as liaison between vendors and clients for all events.
- Calculated estimated cost of a variety of events, booking venues, inviting attendees, ordering food, arranging activities, and working with vendors.
- Managed the hospitality desk, which functioned as a front desk/concierge service for 600 guests.
- Coordinate client appointments with vendors.
- Arranged speakers to create a systemize flow for the audience at the event.
- Communicated with team members to ensure the events are flowing as planned.

EDUCATION

BA English Literature with a concentration in Writing/Communications - 2002(SUNY at Albany - Albany, NY)