ROBERT SMITH

Lead Event Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Event Coordinator is responsible for managing the event team and coordinating all logistics, including food, beverage, and entertainment.

CORE COMPETENCIES

Fair Housing Knowledge, Leadership.

PROFESSIONAL EXPERIENCE

Lead Event Coordinator

ABC Corporation - April 2013 – June 2015

Key Deliverables:

- Assisted with negotiations for space contracts and book event space, arrange food and beverage, order supplies, equipment and signage, and ensure appropriate decor to meet quality and Brand expectations.
- Conducted research, make site visits, and find resources to help staff make decisions about event possibilities.
- Created and revised room layouts for each event.
- Proposed new ideas to improve the event planning and implementation process.
- Served as liaison with vendors on event-related matters.
- Worked with media and public affairs team to coordinate press events and messaging is timed and released to effectively promote events Assist with managing on-site production and clean up for events as necessary.
- Prepared nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.

Lead event coordinator

Delta Corporation - 2011 – 2013

Key Deliverables:

- Assistance in finding vendors Overlook contracts with wedding venue and vendors Create event timeline Coordinate rehearsal walk-thru Coordinate .
- Assisting DJ or MC with timeline as needed Pack up wedding gifts and decor after wedding Assist with concept and theme of wedding Knowledge of .
- Scheduling appointments -Calling potential clients -Set up and tear down of events -Website editing -Meeting with clients -Venue walk through -Manage .
- Sell, plan, prepare, manage, and set-up individual client orders and events.
- Training and Overseeing Employees -Marketing, Customer Services, and Sales -Handling Onsite and Offsite Event Services -Drafting Invoice Proposals .
- Directed the Taste of U.C.S.B. event during the Fifth Annual All Gaucho Reunion. Solicited sponsors and managed vendor relations with local .
- Managed 25 vendors and a team of six volunteers on the day of the event.

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EDUCATION

- Real Estate

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