

Robert Smith

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Special Events Coordinator / Executive Assistant

SUMMARY

To further the professional career with an executive-level management position in a world-class company in the field of entertainment and hospitality. Seeks to use the experience and creativity to present a world-class experience. To utilize the skills and abilities in your esteemed organization which would offer professional growth while being resourceful and innovative.

SKILLS

Vendor Relations, Client Relations, Client Management, Food and Beverage, Event Marketing, Event Planning.

WORK EXPERIENCE

Special Events Coordinator / Executive Assistant

ABC Corporation - 2010 - 2012

- Managed/Coordinated all event marketing via television, radio, print, social media, etc.
- Managed the Constant Contact account while creating monthly e-newsletters Created logos, digital billboard designs, print designs, gallery guides, mailers, in-house signage for events and exhibitions.
- Managed WMAs social media accounts including Instagram, Facebook, Twitter, etc.
- Installed an event database system to manage all rental clients, invoices, and schedules.
- Booked and coordinated all-conference center event rentals Coordinated with all renters and their chosen event vendors prior to event dates.
- Built strong relationships and rapport with museum members, patrons, artists, board members, and city officials.
- Organized and lead the Kennington Committee, a group of social-lite event contributors, that was responsible for generating sponsorship and membership dollars through functions.

SPECIAL EVENTS COORDINATOR

ABC Corporation - 2006 - 2010

- Planned and implemented a wide variety of events, including small receptions, plant sales, concerts, month-long public events (such as Blooming Butterflies) and exclusive dinners for 500 (Rhapsody in Bloom).
- Streamlined and reinvented existing events.
- Developed dozens of individual budgets, consistently reducing expenses and increasing revenues.
- Coordinated and managed staff; trained and supervised volunteers and interns to ensure the success of events.
- Worked with the marketing team to promote events.
- Conducted radio, television and print interviews.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Bachelor of History in Sociology - 2007(Troy University - Dothan, AL)