

Wedding Coordinator

ROBERT SMITH

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Objective

Working in a field that is rewarding and allows to use various skills. Dedicated to the safety and protection of individuals through investigating child abuse.

Skills

Communication Skills, Management.

Work Experience

Wedding Coordinator

ABC Corporation - January 2005 – January 2008

- Coordinated weddings, birthdays, and reunions. Skills Used Organization of business records.
- Contacted various vendors to arrange and schedule for the event through phone or email.
- Worked with a variety of individuals including the client, vendors, and family to ensure proper execution.
- Organized multiple out of city events that included travel for clients and the company.
- Managed various staff from different businesses.
- Assisted with setting up decorations, pinning on flowers, greeting guests.
- Communicated with the bride and groom prior to the wedding.

Wedding Coordinator

ABC Corporation - 2003 – 2005

- To serve ESJ by coordinating weddings and other designated administrative duties as they arise.
- Works closely with VP of Event coordination.
- Assist VP of Events, Coordinate wedding arrangements with brides, including reception plans, wedding expenses, and initial interview.
- Develop and provide a comprehensive packet of information about weddings.
- Develop a resource list of outside recommended services including florists, caterers, musicians, and photographers/video.
- Assist the VP of events conduct wedding rehearsals, provide comprehensive instructions to the entire wedding party.
- Assist in the coordination of Bridal and Vendor shows to include, creating and distributing advertising and marketing materials..

Education

Bachelors of Arts - (Pacific Lutheran University Tacoma - Tacoma, WA)