

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Organized and personable event planner seeking a sorority social position in which I can leverage my talent for outreach and communications.

Experience

Event Planner - Draton Foundation/ Location

MONTH YEAR - Present

- Job Description: Acted as a summer events planner at a significant foundation in New York. Maintained and updated databases of volunteers and events, coordinated ticket sales, and promoted, managed, and directed the event.
- Results: Improved attendance by 13%, reduced costs by 15%, and was offered a full-time position.
- Additional Competencies: I continue to provide marketing services to the foundation freelance.
- Other: Mentored and trained my replacement over the course of three months.

Banquet and Event Intern - The Historical Society/ Location

MONTH YEAR – MONTH YEAR

- Job Description: Served as an intern in the events department with the New York Historical society. Aided in planning, executing, and assessing special events.
- Results: I increased attendance by 22%, reduced expenses by 11%, and received recommendations for my employer based on my performance.
- Additional Competencies: Aided in office and managerial tasks, including writing memoirs, copying, data management, and more.
- Other: Identified and implemented a new event planning protocol that improved efficiency.

Project Experience

- Social Media Marketing: Offered social media marketing services as a freelancer with over 30 cumulative customers.
- Volunteer at Soup Kitchen: Volunteer weekly at a local soup kitchen to serve unhoused people in the area.
- Tour Guide: Part-time campus tour guide for the university with a 4.8/5 rating.

Education

Bachelor of Science in Marketing - University of Virginia

MONTH YEAR

- GPA: 3.89
- AWARD
- AWARD

Minor in Communications - SCHOOL

May 2009

- GPA: 4.0
- AWARD
- AWARD

High School Diploma - community college.

May 2009

- GPA: 4.0
- AWARD
- AWARD

Skills

Expertise

- Event Planning
- Budget management
- Outreach and networking
- Marketing
- Data Management

Licenses & Accreditations

Licenses Licenses & Accreditations

- Digital Marketing Pro Certification
- DMI Master
- Professional Certificate in Digital Marketing