

Event Coordinator

(555) 010-0000 · you@example.com · City, ST · linkedin.com/in/your-name

SUMMARY

Organized event coordinator with six years planning corporate, social, and conference events from 50 to 1,200 attendees, skilled in vendor management, budgeting, and day-of logistics that deliver on time and on budget.

EXPERIENCE

Event Coordinator, Hospitality and Events Company

2022 – Present

City, ST

- Planned and executed 60 to 80 events annually, ranging from 50-guest dinners to 1,200-attendee conferences.
- Managed event budgets totaling \$1.4M per year, delivering 92% of events on or under budget.
- Coordinated catering, AV, rentals, and staffing across 40+ vendors, negotiating contracts to trim costs 8%.
- Built run-of-show timelines and floor plans that kept day-of execution within a 10-minute schedule variance.
- Sustained a 4.8 of 5 client-satisfaction rating across post-event surveys over two years.
- Managed registration and check-in for events up to 1,200 attendees using event-management software.
- Resolved on-site issues such as vendor no-shows and AV failures without affecting the guest experience.
- Mentored two junior coordinators on vendor sourcing, BEOs, and on-site logistics.

Events Assistant, Corporate Conference Center

2019 – 2022

City, ST

- Supported 120+ meetings and banquets per year, preparing banquet event orders and room setups.
- Coordinated with culinary, housekeeping, and AV teams to turn rooms between back-to-back events.
- Tracked guarantees and final counts, reconciling billing with no post-event invoice disputes.
- Maintained the master event calendar and booking system to prevent double-booked spaces.
- Created signage, name badges, and printed collateral on tight pre-event deadlines.
- Conducted post-event walkthroughs and debriefs to capture improvements for repeat clients.

EDUCATION

Bachelor of Arts in Communications

2015 – 2019

State University — City, ST

SKILLS

Event planning · Budget management · Vendor coordination · Logistics and run-of-show · Registration management · Banquet event orders · Client relations · On-site problem solving · Contract negotiation · Calendar and booking · Team coordination · Post-event analysis