

[First Last Name]

[City, State] | [email@example.com] | [+1 (555) 555-5555] | [LinkedIn URL]

PROFESSIONAL SUMMARY

[Detail-oriented **Event Planner** with experience coordinating end-to-end logistics for corporate meetings, conferences, weddings, and social events ranging from [XX] to [XXX] attendees. Proven ability to manage budgets, negotiate with vendors, and deliver memorable experiences aligned with client objectives. Skilled in timeline management, stakeholder communication, and on-site coordination to ensure events run seamlessly. Adept at leveraging tools such as [event management software], [CRM platform], and [project management tool] to streamline planning and reporting.]

PROFESSIONAL EXPERIENCE

[Senior Event Planner] | [ABC Events & Productions]

[Month YYYY] – Present | [City, State]

- [Lead planning and execution of corporate conferences, product launches, and gala events with budgets ranging from [\$XX,XXX] to [\$XXX,XXX], consistently delivering events on time and within or under budget while meeting defined client KPIs.]
- [Develop comprehensive event timelines, run-of-show documents, and floor plans using tools such as [Microsoft Project] and [AutoCAD/Visio], coordinating cross-functional teams, vendors, and venues to ensure all logistical elements are aligned.]
- [Cultivate and manage relationships with [XX+] vendors (caterers, AV, décor, transportation, and venues), negotiating contracts and service agreements that achieve average cost savings of [X–X%] without compromising quality or guest experience.]

[Event Coordinator] | [Citywide Events & Weddings]

[Month YYYY] – [Month YYYY] | [City, State]

- [Coordinated logistics for weddings, social gatherings, and nonprofit fundraisers of up to [XXX] guests, including vendor scheduling, guest list management, seating charts, and on-site setup and breakdown.]
- [Managed event registration and guest communications through platforms such as [Eventbrite], [Cvent], or [Mailchimp], maintaining accurate attendee data and providing post-event reports to stakeholders.]
- [Supported budget tracking and invoice reconciliation in [Excel] or [Google Sheets], monitoring expenses against approved budgets and flagging variances to senior planners to facilitate timely adjustments.]

EDUCATION

[Bachelor of Arts in Hospitality & Event Management] | [University Name]

[Month YYYY] – [Month YYYY] | [City, State]

- [Relevant coursework: Event Design & Production, Hospitality Operations, Marketing for Events, Contract & Risk Management, Budgeting & Financial Analysis.]

[Certification in Meeting & Event Planning] | [Institute or Association Name]

[Month YYYY] – [Month YYYY] | [City, State]

- [Completed training in venue sourcing, vendor management, contract negotiation, and attendee experience optimization.]

SKILLS

- **Event Planning & Logistics:** [End-to-end event coordination, timeline creation, run-of-show management, vendor and venue coordination, on-site execution.]
- **Budgeting & Contracting:** [Budget development and tracking, cost control, vendor contract review, negotiation, and risk mitigation.]

- **Tools & Technology:** [Event management platforms (e.g., [Cvent], [Eventbrite]), CRM systems (e.g., [Salesforce]), productivity tools ([Microsoft Office]/[Google Workspace]), and basic design tools (e.g., [Canva]).]
- **Client & Stakeholder Management:** [Requirements gathering, proposal development, status reporting, client presentations, and post-event debriefs.]
- **Communication & Collaboration:** [Clear written and verbal communication, cross-functional teamwork, vendor relationship building, and conflict resolution.]
- **Organization & Time Management:** [Multi-event scheduling, prioritization under tight deadlines, attention to detail, and contingency planning.]
- **Creative Event Design:** [Theme development, décor concepts, guest experience design, and integration of branding into event elements.]

SELECTED PROJECTS

[Annual Corporate Leadership Summit] | [Client: Mid-sized Technology Firm]

[Month YYYY] | [City, State]

- [Planned and executed a two-day leadership summit for approximately [XXX] attendees, including keynote sessions, breakout workshops, and networking receptions, aligning all elements with the client's strategic objectives and brand guidelines.]
- [Coordinated AV production, staging, and live-streaming with external partners, ensuring smooth technical delivery and positive feedback from attendees and speakers.]

[Nonprofit Fundraising Gala] | [Client: Local Charity Organization]

[Month YYYY] | [City, State]

- [Supported planning for a themed fundraising gala with [XXX] guests, silent auction, and live entertainment, helping the organization exceed its fundraising goal by [X–X%] compared to the prior year.]
- [Oversaw guest check-in, seating assignments, and auction logistics using [event software or bidding platform], contributing to a streamlined guest experience and efficient donation tracking.]