

Emily Thompson

Seattle, WA 98101 | (123) 456-7890 | email@example.com | LinkedIn

Profile

- Motivated and detail-oriented entry-level event planner with a passion for designing memorable experiences. Skilled in coordinating logistics, managing vendor communications, and providing excellent customer service. Experienced in supporting small to mid-sized events during internships and volunteer opportunities. Eager to apply skills to deliver successful and cost-effective events.

Education

- Bachelor of Arts in Communications | UNIVERSITY OF WASHINGTON, Seattle, WA | June 2023

Key Skills

- Event logistics coordination
- Vendor communication
- Timeline and scheduling
- Customer service
- Budget management support
- Marketing and social media outreach

Professional Experience

EVENT PLANNING INTERN | PACIFIC NORTHWEST EVENTS, SEATTLE, WA | JUNE 2023 – AUGUST 2023

- Assisted the event planning team in organizing corporate events, including venue selection, vendor negotiations, and timeline management
- Supported logistics coordination for 5 small-scale events, including setting up equipment and managing registration, contributing to a 95% attendee satisfaction rate
- Conducted research on potential vendors and venues, helping secure 10% lower costs for catering and audiovisual services

VOLUNTEER EVENT ASSISTANT | SEATTLE COMMUNITY CENTER, SEATTLE, WA | MAY 2022 – JUNE 2023

- Assisted with the planning and execution of community events, including fundraisers and social gatherings for up to 150 attendees
- Helped manage on-site event logistics, including seating arrangements, signage, and coordinating with volunteers
- Provided support in marketing efforts through social media, resulting in a 20% increase in event attendance