

Sophia Martinez

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Profile

- Organized and proactive event planner assistant with experience supporting corporate and community events. Skilled in vendor coordination, budget tracking, and on-site event logistics. Proven ability to handle high-pressure situations and collaborate effectively with teams to ensure successful events.

Education

- Associate of Arts in Event Management | AUSTIN COMMUNITY COLLEGE, Austin, TX | December 2021

Key Skills

- Event logistics management
- Vendor coordination
- Budget and invoice tracking
- Guest list and registration management
- Client communication
- Administrative support

Professional Experience

EVENT PLANNER ASSISTANT | LONESTAR EVENT SOLUTIONS, AUSTIN, TX | APRIL 2022 – PRESENT

- Provide administrative support to the event planning team for conferences, fundraisers, and private events, ranging from 50 to 500 attendees
- Coordinate with vendors to ensure timely delivery of supplies and services, contributing to events staying on schedule and within budget
- Assist in budget tracking, invoice processing, and cost analysis to help maintain expenses within a 5% variance of initial estimates
- Manage guest lists, registration, and on-site logistics during events, ensuring a seamless experience for clients and attendees

EVENT ASSISTANT INTERN | AUSTIN CITY EVENTS, AUSTIN, TX | JANUARY 2021 – APRIL 2022

- Assisted with event setup, breakdown, and logistical coordination for city-sponsored events, such as festivals and public celebrations
- Managed communications between event staff and vendors, ensuring timely responses and resolving last-minute issues