

OB

Olivia Brooks

Experienced music festival coordinator with over 10 years of expertise in planning large-scale events. Adept at managing logistics, liaising with artists, and ensuring seamless attendee experiences.

CONTACT



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email@example.com



LinkedIn | Portfolio



Austin, TX

KEY SKILLS

- Event logistics
- Artist relations
- Budget management
- Volunteer coordination
- Marketing and promotions

Professional Experience

FESTIVAL COORDINATOR | TEXAS MUSIC FEST, AUSTIN, TX
MARCH 2016 - PRESENT

- Manage logistics for annual festivals attracting over 20,000 attendees
- Coordinated with 50+ artists and their teams to ensure smooth performance schedules
- Supervise a team of 200 volunteers, ensuring tasks were completed efficiently

ASSISTANT EVENT PLANNER | LIVE EVENTS LLC, AUSTIN, TX
JUNE 2014 - FEBRUARY 2016

- Supported planning for concerts and festivals, handling vendor contracts and permits
- Promoted events through social media, increasing attendance by 30%

Education

- Bachelor of Arts (B.A.) in Event Management
University of Texas at Austin, Austin, TX | May 2014