

EC

Emily Carterson

Event producer with a talent for creating memorable experiences

Seasoned professional with a proven ability to organize large-scale corporate and private events. Expertise in vendor negotiation, budgeting, and logistical coordination to ensure seamless execution.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



Austin, TX

KEY SKILLS

- Event planning
- Vendor management
- Budget optimization
- Marketing coordination
- Logistics oversight

Professional Experience

SENIOR EVENT PRODUCER | PEAK PRODUCTIONS, AUSTIN, TX

MARCH 2017 - PRESENT

- Orchestrate over 75 events annually, including conferences, galas, and product launches, with attendance ranging from 500 to 5,000
- Negotiated vendor contracts, reducing costs by 15% while maintaining high-quality service standards
- Develop post-event reports to improve planning efficiency and client satisfaction

EVENT COORDINATOR | CREATIVE EDGE EVENTS, AUSTIN, TX

JUNE 2014 - MARCH 2017

- Planned and executed private parties and charity events for high-profile clients
- Managed logistics, including transportation, AV setup, and catering, resulting in a 98% satisfaction rate

Education

- Bachelor of Science in Hospitality Management
Texas State University, San Marcos, TX