**Louisa Flores**

City, State, Zip Code

000-000-0000

email@email.com

**SUMMARY**

Ambitious event coordinator with a background in private and public event planning. Skilled in devising marketing plans to promote venues and events services. Proven history of building business through personal and professional networking.

**WORK HISTORY**

**Event Coordinator/ June 2017 to Current**

Company Name, City, State

* Manage event guest lists ranging from 200-5,000 attendees by tracking RSVPs.
* Respond to over 30 emails and calls per day regarding event updates or issues.
* Work with event manager to set up catering, audio/visual, and stage according to client’s budget.

**Event Assistant/ February 2015 to June 2017**

Company Name, City, State

* Assisted 14 team members with setting up venues and keeping all areas clean and presentable for guests.
* Followed up with clients and guests after each event to gather feedback and evaluate improvements needed for future events.
* Anticipated event requirements and handled numerous concerns in advance for smooth day-of execution.

**Office Coordinator/ July 2013 to January 2015**

Company Name, City, State

* Routed correspondence to facilitate timely communication between team members, customers and vendors.
* Assisted with budget creation by estimating labor, materials and schedule demands.
* Monitored vendor accounts and product updates to verify competitive pricing.

**SKILLS**

* Events logistics
* Vendor relations
* Contract negotiation
* Event sales
* Hiring event staff
* Budget development
* Communication
* Problem solving

**EDUCATION**

**Bachelor of Arts –Meeting And Event**

Planning,City, State