**EVENT COORDINATOR RESUME WORK EXPERIENCE**

**Bright Event Rentals, Jackson, MS**

**Event Coordinator, September 20XX–present**

* Coordinate and successfully organize a wide variety of events for Fortune 500 clients, including fundraisers, conferences, shareholder meetings, and luncheons
* Propose effective layouts for events and coordinate all staff management, event logistics, and internal/external communication functions throughout the event life cycle
* Manage and coordinate 150+ events yearly, achieving on-time and under budget execution with 99%+ client satisfaction
* Communicate with vendors, clients, city officials, and staff to retain customer loyalty and ensure successful organization of events at the internal and external level
* Collaborate with the fire department to acquire all appropriate building and fire protection permits

**Classic Party Rentals, Biloxi, MS**

**Event Coordinator, June 20XX–August 20XX**

* Delivered coordination and assistance for organizing 100+ events annually, including handling location permits, catering, logistics, and decor
* Developed invitations and promotional materials, structured floor plans, and scheduled proposals and all logistics functions
* Grew revenue over 47% by sourcing potential vendors and securing cost-efficient contracts
* Planned and coordinated all registration, transportation, and hotel accommodations to ensure smooth execution of all event activities