**EVENT PLANNER RESUME**

Bill Scout

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**SUMMARY**

Energetic and motivated event planner with 5+ years of experience organizing weddings, conferences, and corporate events in a fast-paced environment. To date, have successfully planned and managed 50+ events, each averaging 150+ attendees. Expertise include budget management, venue selection, and event coordination. Possess a B.A. in Hospitality Management.

**WORK EXPERIENCE**

**Wedding Planner**

David’s Bridal Wedding Planners, Dover, DE

May 2019–present

* Consult with clients (to date 80+) on catering, venue, and budget options to plan unique and tailored weddings to their specifications.
* Select and coordinate contractors for weddings (caterers, waiting staff, photographers, and DJs). Consistently able to accommodate client’s needs below their budgets (47% of cases).
* Organize wedding days accordingly, ensuring backups are scheduled in case last-minute emergencies occur.
* Currently hold a 90-95% customer satisfaction rating, with clients rating my service as 5 stars on websites such as Yelp.

**Conference Planner**

Beltway Events, Washington, DC

October 2017–May 2019

* Organized 50+ events.
* Arranged participant accommodation and transportation and negotiated contracts with conference site providers.
* Through careful market analysis and selection was consistently able to save clients an average of 5% in budget costs.
* Arranged audiovisual equipment as well as foreign-language and sign-language interpreters to accommodate overseas guests.
* Performed post-conference evaluations and negotiated 6% average in discounts with favored site providers and equipment suppliers for future events.

**Corporate Event Planner**

Gray Events Ltd., Baltimore, MD

June 2016–September 2017

* Planned and implemented 25+ corporate events according to client needs and requirements.
* Analyzed client bills for accuracy, identifying over $5,500 of unnecessary charges or overpayments in a two-year period.
* Hired and trained 20+ support staff on negotiation tactics, budgeting, and proper venue selection techniques.
* Recorded, transcribed, and distributed event minutes.

**EDUCATION**

May 2016 University of Delaware, Dover, DE

**Bachelor of Arts, Hospitality Management**

**SKILLS**

* Event management software (All seated and Cvent)
* Budget management
* Venue selection
* Event coordination
* Contract negotiation
* Catering management
* Client database management
* Adaptability
* Time Management