**Jane Applicant**  
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**Profile**  
Organized and detail-oriented event planner with over eight years experience in planning and executing meetings and events. Expert in selecting and transforming venues to accommodate clients’ needs.

Successfully developed strong relationships with quality vendors. Proven ability to manage schedules, meet tight deadlines, and offer consistently high quality events.

**Experience**

August 20XX – Present            **Senior Event Coordinator**– Professional Events, Boston, MA

* Direct the planning and execution of corporate events (meetings, fundraising events) for prestigious corporate clients
* Select and serve as primary point of contact for all vendors
* Maintain strong relationships with numerous international vendors to assist corporations in planning overseas events
* Manage budgets of up to $50,000 for over 1000 attendees

June 20XX – June 20XX             **Event Coordinator**– Event Management Solutions, Natick, MA

* Seamlessly planned and executed events, both professional (conferences, meetings) and social (weddings, birthday celebrations)
* Managed budgets of up to $20,000, for up to 500 attendees
* Oversaw team of vendors and event contributors including performers, photographers, caterers, and transportation services

January 20XX – May 20XX      **Special Events Associate**– Art By Kids, Inc., Boston, MA

* Coordinated fundraising and donor communication for nonprofit organization promoting and selling youth artwork
* Organized two annual fundraisers; served as primary point of contact for all involved vendors
* Developed effective social networking, radio, and print ad campaigns to promote events
* Recognized by the Executive Director for increasing attendance at fundraisers by 25%

**Education**

XYZ University, B.A. in Marketing, June 20XX

**Professional Affiliations**

ISES (International Special Events Society), Member  
Event Planner Association, Member

**Related:** [Event Planner Cover Letter](http://jobsearch.about.com/od/cover-letter-samples/fl/event-planning-cover-letter-example.htm) | [Event Planner Interview Questions](http://jobsearch.about.com/od/job-specific/a/event-planner-interview-questions.htm)

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