

Event Assistant Resume Example

Maggie James

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PROFILE: A detail oriented and highly industrious event assistant with five plus years of experience in organizing large and small scale events. Proficient in filing events, dealing with vendors and overseeing the catering section. Customer-oriented approach with a successful record of carrying out negotiations with clients and discussing client preferences in detail.

MAJOR QUALIFICATIONS

- Effective in organizing third party conferences and meetings, involving set up of multimedia and other technology based equipment
- Expertise in vendor and third party networking involving catering and décor facilitators
- Skilled in coordinating event planning sessions and negotiating with third party vendors keeping the client's preferences on priority
- Track record of meeting deadlines and managing multiple tasks simultaneously

CORE COMPETENCIES

- Event planning
- Budgeting
- Craft displays
- Organizing
- Documentation
- Inventory management
- Setting targets
- Graphic designing
- Directing participants

EVENT ASSISTANCE EXPERIENCE AND ACCOMPLISHMENTS

Senior Event Assistant | TS Events, Charlottesville, VA | November 2007 – Present

- Create and present event designs in power point to clients and management for approval
- Coordinate regarding availability with clients and third party vendors to hold combined conferences
- Prepare timelines and short term targets for each event to manage it effectively
- Contact clients, discuss details and availability of facilities regularly

Key Achievements

- Managed a high volume event involving 300 guests responsibly in absence of senior event manager and received immense appreciation from the higher management
- Effectively assisted in organizing an international conference regarding diplomats from five other countries successfully, managing their travel and stay bookings efficiently

Event Intern | Michael's Catering Services, Arlington, VA | Summer 2007

- Scheduled tasting sessions with caterers, discussion sessions with decorators and meetings with clients to determine client preferences
- Assisted the event manager in site inspections and vendor negotiations
- Filed every order and kept the relevant data in an organized and easily retrievable format

EDUCATION AND CERTIFICATION

Certificate in event Management | Arlington Institute of Event management, VA | 2007

Bachelor of Arts in Event Management | City University, Charlottesville, VA | 2006