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# Raymond Ortiz

## Corporate Event Planner

Corporate event planner with over six years of experience and a strong education in hospitality and event management. Skilled at coordinating large-scale events, managing budgets, and negotiating with vendors, with a focus on efficiency and cost savings. Certified Meeting Professional (CMP), CPCE, and Certified Special Events Professional (CSEP).

### CONTACT

 (123) 456-7890

 email@example.com

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### EDUCATION

- **MASTER OF SCIENCE IN TOURISM AND HOSPITALITY MANAGEMENT** | TEMPLE UNIVERSITY, PHILADELPHIA, PA
- **BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT** | CORNELL UNIVERSITY, ITHACA, NY

### KEY SKILLS

- Budgeting and financial planning
- Catering and special events
- Cost reduction and elimination
- Project management
- Task prioritization
- Vendor negotiations

### PROFESSIONAL EXPERIENCE

SENIOR CORPORATE EVENT PLANNER | DELOITTE, NEW YORK, NY | JUNE 2018

- Planned and executed over 50 successful conferences, seminars, and team-building events, with up to 500 attendees
- Managed event budgets ranging from \$50,000 to \$500,000
- Negotiated new vendor contracts that reduced costs by 15% on average

CORPORATE EVENT PLANNER | PRICEWATERHOUSECOOPERS, PHILADELPHIA, PA | MAY 2015 - MAY 2018

- Coordinated over 30 annual meetings, product launches, and client appreciation events
- Managed all event planning phases, from budgeting and vendor selection to event design and execution
- Introduced vendor management system that expedited event planning by 20%

### PROFESSIONAL DEVELOPMENT

CERTIFIED MEETING PROFESSIONAL (CMP) | EVENTS INDUSTRY COUNCIL

CERTIFIED PROFESSIONAL IN CATERING AND EVENTS (CPCE) | NATIONAL ASSOCIATION FOR CATERING AND EVENTS

CERTIFIED SPECIAL EVENTS PROFESSIONAL (CSEP) | INTERNATIONAL LIVE EVENTS ASSOCIATION