



# Raheem Richardson

Event Planner

## CONTACT INFORMATION



(123) 456-7890



email@example.com



LinkedIn



Nashville, TN 12345

## EDUCATION

**Bachelor of Science in Hospitality Management**  
Cornell University, Ithaca, NY

## KEY SKILLS

- Budgeting and financial planning
- Project management
- Task prioritization
- Team collaboration
- Vendor negotiations

## ABOUT ME

Seasoned event planner with a strong education in hospitality management, public relations, and event management. Demonstrated success in vendor management, budget planning, and event design and execution, with experience at top consulting firms Bain & Company and PricewaterhouseCoopers. Recognized for improving efficiency, managing high-profile events, and negotiating cost-effective contracts.

## PROFESSIONAL EXPERIENCE

**Senior Event Planner | January 2018**  
Bain & Company, Nashville, TN

- Organized over 50 business conferences, seminars, and team-building activities, with budgets ranging from \$50,000 to \$500,000
- Managed relationships with over 30 vendors, ensuring high-quality service delivery and adherence to budget
- Introduced event planning software that raised efficiency by 30%

**Event Coordinator | June 2015 - December 2017**  
PricewaterhouseCoopers, Los Angeles, CA

- Organized over 100 client meetings, internal workshops, and corporate retreats, with consistent positive feedback from participants
- Helped plan and manage budgets, keeping costs within budget for all events
- Built strong vendor relationships, negotiating contracts that resulted in 20% lower event costs

## PROFESSIONAL DEVELOPMENT

**Certified Meeting Professional (CMP)**  
Events Industry Council

**Certified Special Events Professional (CSEP)**  
International Live Events Association

**Certified Professional in Catering and Events (CPCE)**  
National Association for Catering and Events