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Sophia Martinez

Event Planner Assistant

Organized and proactive event planner assistant with experience supporting corporate and community events. Skilled in vendor coordination, budget tracking, and on-site event logistics. Proven ability to handle high-pressure situations and collaborate effectively with teams to ensure successful events.

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn

 Austin, TX 78701

EDUCATION

- Associate of Arts in Event Management
December 2021
Austin Community College, Austin, TX

KEY SKILLS

- Event logistics management
- Vendor coordination
- Budget and invoice tracking
- Guest list and registration management
- Client communication
- Administrative support

PROFESSIONAL EXPERIENCE

Event Planner Assistant | April 2022

Lonestar Event Solutions | Austin, TX

- Provide administrative support to the event planning team for conferences, fundraisers, and private events, ranging from 50 to 500 attendees
- Coordinate with vendors to ensure timely delivery of supplies and services, contributing to events staying on schedule and within budget
- Assist in budget tracking, invoice processing, and cost analysis to help maintain expenses within a 5% variance of initial estimates
- Manage guest lists, registration, and on-site logistics during events, ensuring a seamless experience for clients and attendees

Event Assistant Intern | January 2021 - April 2022

Austin City Events | Austin, TX

- Assisted with event setup, breakdown, and logistical coordination for city-sponsored events, such as festivals and public celebrations
- Managed communications between event staff and vendors, ensuring timely responses and resolving last-minute issues