

ET

Emily Thompson

Software Developer

Motivated and detail-oriented entry-level event planner with a passion for designing memorable experiences. Skilled in coordinating logistics, managing vendor communications, and providing excellent customer service. Experienced in supporting small to mid-sized events during internships and volunteer opportunities. Eager to apply skills to deliver successful and cost-effective events.

CONTACT



(123) 456-7890



email@example.com



LinkedIn



Seattle, WA 98101

EDUCATION

- Bachelor of Arts in Communications

University of Washington, Seattle, WA | June 2023

KEY SKILLS

- Event logistics coordination
- Vendor communication
- Timeline and scheduling
- Customer service
- Budget management support
- Marketing and social media outreach

PROFESSIONAL EXPERIENCE

Event Planning Intern | Pacific Northwest Events, Seattle, WA
June 2023 - August 2023

- Assisted the event planning team in organizing corporate events, including venue selection, vendor negotiations, and timeline management
- Supported logistics coordination for 5 small-scale events, including setting up equipment and managing registration, contributing to a 95% attendee satisfaction rate
- Conducted research on potential vendors and venues, helping secure 10% lower costs for catering and audiovisual services

Volunteer Event Assistant | Seattle Community Center, Seattle, WA
May 2022 - June 2023

- Assisted with the planning and execution of community events, including fundraisers and social gatherings for up to 150 attendees
- Helped manage on-site event logistics, including seating arrangements, signage, and coordinating with volunteers
- Provided support in marketing efforts through social media, resulting in a 20% increase in event attendance