

Megan Foster

Live Event Production Assistant

City, ST | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Live event production assistant with expertise in logistics and on-site operations

Highly organized professional with seven years of experience supporting large-scale live events, including concerts, festivals, and corporate gatherings.

KEY SKILLS

- Equipment coordination
- Event safety protocols
- Lighting and sound setup
- Schedule management
- Vendor communication

PROFESSIONAL EXPERIENCE

Live Event Production Assistant | May 2019 – Present

StarLight Productions, Seattle, WA

- Managed logistics for events with audiences of up to 5,000 attendees, ensuring smooth operations and on-time execution
- Helped set up equipment, including lighting and sound systems, reducing technical delays by 30%
- Coordinated with vendors and on-site staff to meet event requirements

Event Operations Intern | May 2018 – May 2019

Northwest Concerts, Seattle, WA

- Supported event planning teams with scheduling and administrative tasks
- Oversaw volunteer teams during setup and teardown of event spaces
- Created post-event reports to analyze attendee feedback and logistics efficiency

EDUCATION

Bachelor of Fine Arts in Digital Media

Washington State University, Pullman, WA Present