

Laura Brown

Event Production Assistant

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

Profile

Event production assistant with expertise in logistics and coordination

Seven years of experience organizing corporate events, concerts, and festivals. Proficient in venue management, vendor communication, and logistics planning.

Professional Experience

Event Production Assistant | Stellar Events Co. | Austin, TX

September 2019 – Present

- Coordinated logistics for over 50 events annually, ranging from corporate conferences to live music festivals
- Collaborated with vendors to ensure timely delivery of equipment, reducing delays by 20%
- Supervised on-site crews of up to 15 members to streamline event setup and teardown

Event Coordinator Intern | City Music Festival | Austin, TX

May 2018 – August 2019

- Supported festival staff with stage setups, attendee management, and artist logistics
- Organized volunteer schedules for a team of 50, ensuring full coverage for all festival activities
- Prepared post-event reports analyzing attendance and feedback

Key Skills

- Budget tracking
- Event setup and teardown
- Vendor coordination
- Venue management
- Volunteer scheduling

Education

Bachelor of Arts in Media Production

May 2015

Bachelor of Arts in Hospitality Management, University of Texas at Austin