



# DEVON WHITAKER

Event Planner Coordinator

## CONTACT INFORMATION



(614) 305-7721



devon.whitaker@example.com



Columbus, OH 12345

## EDUCATION

**B.A. Communication, The Ohio State University, 2023**

**CMP Candidate, expected 2025**

## KEY SKILLS

- Eventbrite and Cvent basics
- Google Workspace and Excel
- Vendor coordination
- Name badge and seating logistics
- Slack and Asana
- Customer service
- Survey analysis
- On-site setup and breakdown

## ABOUT ME

Event coordinator with 2 years of experience supporting nonprofit galas, university recruiting events, and 200-person corporate offsites. Strong on registration platforms, vendor follow-up, and same-day problem solving.

## PROFESSIONAL EXPERIENCE

### Event Coordinator I 2023 - Present

Maplewood Civic Foundation, Columbus, OH

- Support a team of three planners across 22 fundraising and donor events annually, including a signature gala that raised \$412,000 in 2024.
- Manage Eventbrite registration, name badges, and seating charts for events of 75 to 450 guests.
- Coordinate with 18 to 20 vendors per event covering catering, rentals, valet, and security.
- Built a shared run-of-show document in Google Sheets that replaced four separate trackers the team had been juggling.

### Events Intern I 2022 - 2023

Ohio State Office of Alumni Engagement, Columbus, OH

- Assisted with 30+ recruiting and alumni events during the academic year, including football weekend tailgates for up to 800 guests.
- Tracked RSVPs and dietary restrictions for a 6-city alumni tour and prepped welcome kits.
- Drafted post-event survey questions and summarized feedback from 1,900 respondents into a one-page recap.