

PRIYA RAMANATHAN

Event Planner Coordinator



Event planner with 6 years coordinating corporate conferences, fundraising galas, and product launches across the Southeast. Track record of hitting attendance goals while keeping events 8 to 12% under budget. Comfortable owning vendor contracts, run-of-show, and on-site execution for groups of 50 to 1,200.

PROFESSIONAL EXPERIENCE

- **Event Planner, Sundial Hospitality Group, Nashville, TN**
2021 – Present
 - Plan and execute 38 client events per year, from 80-person executive retreats to a 1,200-attendee industry summit at the Music City Center.
 - Negotiated a master hotel block agreement that saved \$147,000 across 14 events in 2023 by consolidating spend with two preferred partners.
 - Built a vendor scorecard covering AV, catering, and floral, which cut last-minute substitutions by roughly a third.
 - Lead a team of two coordinators and four day-of contractors; rebuilt our run-of-show template after a 2022 keynote ran 22 minutes long.
 - Present recap decks and survey results to clients within five business days of load-out.
- **Event Coordinator, Harborline Conference Services, Charleston, SC**
2019 – 2021
 - Coordinated logistics for academic and medical conferences ranging from 150 to 600 attendees.
 - Owned the speaker pipeline for an annual nursing symposium, booking 42 presenters and managing travel, AV, and W-9 paperwork.
 - Reduced printed program waste by switching attendees to a Whova mobile agenda, saving about \$6,800 per event.
 - Reconciled final invoices against BEOs and flagged \$11,400 in duplicate catering charges before sign-off.

CONTACT INFORMATION

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EDUCATION

B.S. Hospitality Management, University of Tennessee, Knoxville, 2019

Certified Meeting Professional (CMP), 2022

KEY SKILLS

- Cvent and Whova
- BEO and run-of-show development
- Vendor contract negotiation
- Budget tracking and reconciliation
- Registration and attendee management
- On-site logistics and load-in
- Sponsor activation
- Asana and Airtable