

JENNIFER AUSTIN

EVENT PLANNER

Location

: 123 Elm Street, Atlanta, GA 30339 | **Email**

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PROFESSIONAL PROFILE

An organized event planner with a seven-year background in the successful planning and seamless execution of exceptional meetings and events. An expert in managing facilities, schedules, travel, and accommodations. A long and successful track record of creating venues and planning agendas. I have a proven ability to balance priorities, meet tight deadlines, and perform tasks in a manner that is of superior quality. I have also been recognized for thriving in dynamic, high-pressure environments.

CAREER HIGHLIGHTS

ABC INC., Lilburn, GA,

Event Planner

2008 to Present

RESPONSIBILITIES

- Expertly planned events and weddings.
- Established budgets, review locations, and chose appropriate venues.
- Ensured the best possible rates by skillfully negotiating with suppliers, vendors, and entertainers.
- Cultivated meaningful relationships with highly qualified caterers, florists, and limousine services.
- Contracted and oversaw a team of event contributors, including various musicians, a Photographer, and a DJ.
- Developed plans for floral arrangements, select invitations as well as conducted food tastings.

ACCOMPLISHMENTS

- Seamlessly orchestrated events, with budgets of up to \$20,000, for up to 1500 attendees.
- Conceptualized and implemented on-the-spot contingency plans during adverse weather conditions.
- Developed a personal inventory of elegant event equipment, including chairs, fountains, serving dishes, silverware, linen, and tables.

BCD INC., Douglasville, GA

, Event Planner

2005 to 2008

RESPONSIBILITIES

- Tasked with organizing and directing yearly events, fundraisers, and golf tournaments specifically for a non-profit organization focused on helping underprivileged girls.
- Solicited donations for organizational funding and silent auctions.
- Developed and distributed souvenir booklets, CDs, and DVDs for child attendees.
- Sought and found venues for golf tournaments and attained sponsors.
- Led marketing efforts for volunteers as well as sent out letters for announcements.
- Continually increased visibility by promoting the importance of the organization.

ACCOMPLISHMENTS

- Garnered significant donations from celebrities such as Oprah Winfrey and Bill Cosby.
- Struck deals to obtain free cars to be presented and offered as prizes in golf tournaments at the same time securing the necessary insurance.

CDE INC, Lithonia, GA,

Event Planner

2000 to 2005

RESPONSIBILITIES

- Planned and coordinated the store's grand opening as well as booked food vendors, music bands, and the keynote speaker in advance.
- Served as the primary point of contact for all involved vendors.
- Cultivated relationships within the community to boost attendance levels.
- Monitored staffing levels in all service areas as a way of ensuring exceptional member service.

ACCOMPLISHMENTS

- Developed highly effective radio and print ad campaigns that aggressively promoted the event.
- Received recognition from the President of the CDE for executing the largest and most successful grand opening he ever participated in.

EDUCATION & QUALIFICATIONS

XYZ University

Business Administration, Minor: Marketing

Class of 1999

Made the Dean's List of top students upon graduation.

CORE SKILLS

- Personnel Management
- Customer Satisfaction
- Team Building & Training
- Organization & Follow-Through
- Talent Recruitment
- Relationship Management
- Travel Arrangements
- Project Management

LANGUAGES

French ? Bengali ? English ? Russian ? Arabic ? German ? Spanish

HOBBIES & INTERESTS

Hiking ? Gardening ? Pottery ? Reading ? Scrapbooking ? Travelling ? Archery

INDUSTRY REFERENCES

Keegan Jordan
Manager

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Manager

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