

CHERRY XU

EVENT COORDINATOR

Location

: 4 North St, Washington, DC 1000 | **Email**

: cherry@gmail.com

Telephone

: 967 456 789 | **Mobile**

: 0400 222 777

PROFESSIONAL PROFILE

A professional event coordinator who brings a creative edge to different tasks and event activities. A confident individual with experience coordinating and booking events. I possess a knack for coordinating and managing sophisticated facilities and events while “thinking outside the box.” I value myself in maintaining a very high standard of customer satisfaction and retention. In addition, I have advanced computer proficiency, especially in MS Office software, Word, Excel, Outlook, PowerPoint, [Adobe Photoshop](#), video editing, and the various social media platforms.

CAREER HIGHLIGHTS

Total Office Space, Washington, DC,

Business and Marketing Intern

2015 to Present

RESPONSIBILITIES

- Tasked with the preparation and the marketing different package deals for potential customers.
- Organized and conducted office space tours.
- Facilitated and organized all in-house networking events.
- Managed new accounts to increase revenue for the company.
- Updated and improved marketing and social media business strategy.

Crowne Plaza Hotel, Shanghai, China,

Public Relations Assistant

2014 to 2015

RESPONSIBILITIES

- Promoted events through social networking, posters, campaigns, creating print ads and delivering e-flyers, posters and ads to the public at the Chinese Mid-autumn Festival.
- Encouraged the sale of moon cakes and hotel restaurant events.
- Developed a strong online presence for the company through web chats, I set up for the hotel.

- Engaged with online customers by actively replying to both positive and negative comments, which were posted on various travel agency websites.
- Advanced public speaking and organizational skills by clearly explaining the proposal to the PR and sales departments and successfully helped to host a bridal fair.

EDUCATION & QUALIFICATIONS

Johns Hopkins University Carey Business School

Bachelor of Business Administration

Class of 2014

I attended John Hopkins University Carey Business School for my Bachelor of Business Administration, where I graduated among the best in my class.

North Seattle College

Associate of Business

Class of 2014

I enrolled at North Seattle College for my studies in Associate of Business.

CORE SKILLS

- Project Management
- Social Media Savvy
- Sales & Marketing
- Promotional Activities
- Budgeting & Administration
- Bilingual: English & Chinese
- Facility & Event Site Sourcing
- Client & Vendor Relations

LANGUAGES

English ? Mandarin ? Hindi ? Italian ? German ? Spanish

HOBBIES & INTERESTS

Rock climbing ? Snorkeling ? Scuba diving ? Reading ? Drawing ? Travelling ? Painting

INDUSTRY REFERENCES

Mrs. Roxy Rosa
Event Coordinator

Tel: 0161 334 7672 | Email: Ronaldreagan@gmail.com

Mr. Brian Adams

Manager

Tel: 0236 625 7572 | Email: brianadams@gmail.com