

CHERRY XU

EVENT COORDINATOR

**Location**

: 4 North St, Washington, DC 1000 | [Email](#)

: [cherry@gmail.com](mailto: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](mailto:Ronaldreagan@gmail.com)

Mr. Brian Adams

Manager

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