

# MY NAME VERY LARGE

Phone  
Email

1Address  
2Address

## EDUCATION

**School, Town, State Acquired:** Month, Day, Year

*BACHELOR OF SCIENCE:* Specific degree program

*MAJOR:* Major

## OBJECTIVE

To be allowed to work within an organization that promotes community involvement through flawless event execution.

## RELATED EXPERIENCE

### Current Job

**City, State**

*Executive Assistant/Meeting Planner*

*Dates*

- Executive Assistant/Meeting Planner to two membership societies with annual meetings.
- Meeting Planner to an annual symposium.
- Board management experience as well as experience serving an Executive Director.
- Coordinate and direct over 100 volunteers in various roles and departments.
- Plans and executes two annual meetings that attract over 500 and 1900 international and domestic attendees from RFP to final invoice across the United States and Canada.
- Plans and executes Board activities and functions annually and as needed.
- Responsible for coordinating and executing scientific sessions, social functions, awards ceremonies, exhibits, and off site events.
- Responsible for membership support and all day-to-day operations for a society of 550 professionals and students.
- Day-to-day operational expertise includes, but is not limited to:
  - Invoicing, processing payables, budget coordination, hotel/event bill justification.
  - Newsletter coordination/production, registration brochure creation, constructing promotional materials for mass mailings.
  - Addressing and meeting the needs of the membership whether it be event registration, account help, or product ordering.
- Travels 30% of the time and works overtime as needed.

### Last Job

**City, State**

*Event Coordinator*

*Dates*

- Improved new client expectations by executing trade shows, various conferences, charity, and social events.
- Developed rapport with over 30 clients through sharing expertise and providing guidance to promote success.
- Participated both individually and as a team member to exceed expectations to ensure repeat bookings.
- Managed and trained over 15 conference center staff.

### Previous Job

**City, State**

*Server*

*Dates*

- Secured guest loyalty by utilizing friendly customer service and time management skills.
- Anticipated guest needs and remained professional in a high stress environment.

### Previous Job

**City States**

*Server/Host*

*Dates*

- Improved sales in a high volume brunch restaurant through prioritizing needs and communication skills.
- Appeased both new and repeat customers through knowledge, positive attitude, and confidence.

### Previous Job

**City, State**

*Catering Guest Services and Facilities Manager, Resort Name*

*Dates*

- Implemented events with world-class standards and supported the operation for immaculate execution.
- Responsible for collaborating with Resort and Catering partners to drive business results.
- Accountable for maintaining labor, safety, and guest satisfaction standards.
- Responsible for events ranging from 2-18,000 guests, most often with less than 45 minutes set-up time.

*Catering Management Intern, Place of Job*

*Dates*

- Accurately implemented [redacted] policies and procedures through careful study and vigilant practice.
- Improved event knowledge, grew to be proficient in delivering a finely-tuned, well executed function.
- Executed events from pre-planning through execution across multiple parks at one time.

**Previous Job**

**City, State**

*Sales and Catering Intern*

*Dates*

- Gained proficient knowledge in conference center sales as well as professional and social event execution.

**Academic Advisement**

**City, State**

*Academic Peer Advisor—University*

*Dates*

- Lead and mentored students on proper qualifications and requirements to fulfill degree.

**BOARD EXPERIENCE**

**Association**

**State**

*Student Section Board Vice-Chairperson*

*Dates*

- Collaborated with CEO to implement 25 student/professional meetings at the annual conference.

**SUPPLEMENTARY EXPERIENCE**

**Name of Trip**

**Dates**

- Challenged to explore the relationship between leadership and social justice and how the two work cohesively.

**MEMBERSHIPS**

[Redacted] (Social Sorority), [Redacted] (Honors Sorority)

[Redacted] (Dates)