Jane Applicant

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EVENT COORDINATOR

*Planning effective meetings, seminars, fundraisers, social events, and more*

Organized and detail-oriented event planner with more than eight years of experience in planning and executing meetings and events. Expert in selecting and transforming venues to accommodate clients’ needs and building strong relationships with quality vendors.

PROFESSIONAL EXPERIENCE

PROFESSIONAL EVENTS, *Boston, Mass.*

**SENIOR EVENT COORDINATOR** (June 2015—Present)

Direct the planning and execution of meetings, fundraisers, and other events for corporate clients. Manage budgets of up to $100,000 for large-scale events and maintain strong relationships with numerous domestic and international vendors to assist corporations in planning overseas events.

EVENT MANAGEMENT SOLUTIONS, *Natick, Mass.*

**EVENT COORDINATOR** (June 2010—June 2015)

Seamlessly planned and executed both professional and social meetings for a range of clients. Managed budgets of up to $30,000 for events with up to 500 attendees, multiple vendors, and other event contributors including entertainers, photographers, caterers, and AV technicians.

ART BY KIDS INC., *Boston, Mass.*

**SPECIAL EVENTS ASSOCIATE** (January 2009—May 2010)

Coordinated fundraising and donor communications for a nonprofit organization promoting and selling youth artwork. Developed social networking outreach and managed radio and print ad campaigns to promote two annual fundraisers.

*Notable Accomplishment:*

* Recognized by the executive director for increasing attendance at fundraisers by 25 percent.

EDUCATION & CREDENTIALS

**ALPHABET UNIVERSITY**, Boston, MA

Bachelor of Arts in Marketing, 2010

**Professional Affiliations**

* International Special Events Society (ISES) member
* Event Planner Association member