

Marybeth Patton
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Profile

Creative banquet and event specialist with proven ability to build and maintain relationships with clients and contractors alike. Attentive and active listener who translates client dreams into reality while adhering to deadlines and budgets. Extensive network of resources and endless supply of ideas.

Key Skills

- Planning
- Logistics
- Time management
- Meticulous record-keeping
- Collaboration
- Technically adept
- Patience
- Conflict resolution

Education

Bachelor of Science in Hospitality Management

UNIVERSITY OF CENTRAL FLORIDA, Orlando, FL August 2012 through May 2016

Professional Experience

Special Events Coordinator, Orlando Tours and Safaris, Orlando, FL

May 2018 to Present

- Support management team through support of the company's marketing efforts
- Develop and implement events integral to the annual marketing plan
- Coordinate marketing and advertising projects in line with established budget
- Manage organization's online presence
- Develop events related to tourism
- Conduct outreach to hotels, tourist attractions, and tour operators
- Developed and maintain email database and coordinate email blasts
- Update events website and calendar

Executive Assistant to Event Planner

Events of Excellence, Bird Key, FL

May 2016 — May 2018

- Develop proposals and contracts
- Conduct wedding/showroom appointments and client meetings
- Track logistical details
- Assist with budget creation and invoicing
- Assist with site selection and hotel contracting
- Assist with vendor contracting