

ZACH WINTER

Experienced, accountable event coordinator with history of successful planning and implementation of digital, hybrid, and face-to-face meetings and events. Program expertise include a variety of formats, types and sizes, including meetings, international forums, and board meetings. Excels in multitasking, setting priorities, and working independently in a fast-paced environment.

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Chicago, IL 60610
youremail@example.com
(778) 224-3321

EVENTS COORDINATOR

International Medical and Nursing
Accrediting Agency, Chicago, IL
August 2016 — Present

PROFESSIONAL EXPERIENCE

- Developed and maintain website for invitation management, master list/data management, rooming list management, ground transportation manifests, attendee communication, and follow-up
- Developed digital event guide for digital and hybrid events
- Communicate regularly with members and event attendees
- Set up digital meetings and events
- Run listening sessions and other digital meetings
- Coordinate live transcription for live events
- Facilitate development and ordering of signage, banners, and printed materials for events
- Provide onsite event support at events
- Work with staff to coordinate shipments for offsite events and place orders for all supplies

EVENT COORDINATOR AND HOST

The Villages at Elmhurst, Elmhurst, IL
March 2014 – August 2016

- Acted as event coordinator and dining room host for modern restaurant/bar/lounge offering multiple event spaces
- Matched client needs with customizable event packages
- Created customer relationship management system and grew client database
- Worked as liaison between clients, management, and staff to ensure memorable events
- Strategized marketing initiatives
- Created "thank you" program to encourage those hosting events to return and refer

BANQUET STAFF

State College Country Club, State
College, PA

- Greeted quests and responded to requests in a friendly and courteous manner
- Set up banquet room as instructed by banquet manager
- Served food and beverages
- Promptly removed dishes as guests completed each course
- Replenished beverages
- Reset banquet room
- Assisted banquet manager with special requests

EDUCATION

Bachelor of Arts, Communications
Penn State University, State College, PA
August 2009 to May 2013

AACWP Online Training Program
American Association of Certified
Wedding Planners
January to February 2014

KEY SKILLS

- Communication
- Creativity
- Organization
- Time management
- Database management
- Marketing

CERTIFICATIONS

- Certified Wedding Planner