

Sophia Martinez
(123) 456-7890
s.martinez@youremail.com
123 Park Street, Houston, TX 65432

Profile

Creative and personable event coordinator with over six years of experience. Coordinated multiple social and business crowd-pleasing events with budgets ranging up to \$16,000. Adept at using creative thinking to solve problems and create flawless events.

Professional Experience

Event Coordinator, Jameson Distributors, LLC, Houston, TX

December 2016 - Present

- Prepares and executes in-person and virtual shows put on by the event team throughout the year with budgets of up to \$16,000 per event
- Organizes successful events by choosing the ideal venues, catering, speakers, and freelance staff
- Leads social media interactions resulting in an increase of 8,500 unique individuals over the past year
- Negotiates profitable alliances with vendors to cut annual costs by 14%

Assistant Event Coordinator, B&R Industries, Houston, TX

June 2014 - December 2016

- Assisted with planning for quarterly national sales meetings, including coordinating hotel reservations, transportation, and hotel meeting rooms
- Collaborated on creating content including email marketing, social media posts, blog content, and brochures
- Provided administrative support as required for the marketing team

Education

Bachelor of Science in Hospitality Management

UNIVERSITY OF HOUSTON Houston, TX, September 2010 - May 2014

Key Skills

- Highly efficient with strong time management abilities
- Analytical and critical thinking skills
- Creative thinker adept at problem-solving
- Strong interpersonal skills with the ability to build and maintain business relationships
- Enjoys working in a team
- Great attention to detail

Certifications

- Certified Meeting Professional (CMP), Events Industry Council, 2017
- Excelled at coursework in new client recognition, vendor organization, legal ramifications, and budget allowances.