



Amar Singh

Event Planner committed to helping organize formal wedding receptions and other social occasions. Expertly facilitate various event aspects and logistics to ensure hosts, guests, and attendees have a seamless and enjoyable experience.

123 Santa Maria,
San Francisco, CA 12345
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(123) 456-7890

Work Experience

Event Co-Manager & Organizer

ABC Ocean Inn, San Francisco, CA March 2021 to Present

- Hired to help orchestrate ~15 of this wedding venue's ceremonies and receptions annually.
- Co-manage various event details such as schedule, tastings, transport, accommodations, food and beverage, and audiovisual setup.
- Member of the group maintaining frequent phone and email contact with clients to ensure open lines of communication and clear expectations.
- Contributed ideas to help the venue navigate uncertainty and event complexity due to shifting Covid-19 restrictions.

Server

XYZ Restaurant, San Francisco, CA Summers 2018 and 2019

- Demonstrated high efficiency and attention to detail bringing food orders to customers of this upscale restaurant.

Education

Bachelor's Degree — Hospitality
University of California, Berkeley
December 2020
Magna Cum Laude

Key Skills

- Attendee & Guest Satisfaction
- Complex Problem-Solving
- Contract Negotiations
- Event Services & Activities
- Guest Registration
- Task Prioritization
- Teamwork & Collaboration
- Time Management