

Professional Experience

Event Planner

XYZ Convention Services, Inc., Seattle, WA | April 2020 to Present

- Hired to organize all aspects of large-scale business meetings and conferences.
- Work closely with clients to understand their needs and concerns, setting a clear purpose and objectives for each occasion.
- Expertly manage various event details such as venue, lodging, expenses, and food and beverage services.

Highlights:

- Facilitated membership growth for three industry associations by planning regional conferences that achieved all attendance objectives.
- Negotiated contract updates with three key vendors, improving the partnership and lowering costs by an average of 8%.
- Helped the business navigate significant disruption and uncertainty in spring and summer 2020 caused by the Covid-19 pandemic.

Event Organizer

CDE Bower & Estate, Seattle, WA | April 2017 to April 2020

- Helped orchestrate 15 of this wedding venue's ceremonies and receptions annually.
- Gained strong expertise in client relations and support, with frequent phone and email contact to ensure open lines of communication and clear expectations.

Education

Bachelor's Degree – Business Administration

University of Washington, Seattle, WA

Cameron Malfara

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Client-focused Event Planning Professional with 5+ years of experience. Skilled at organizing successful business conventions, wedding receptions, and other social occasions. Ensure event attendees have a positive experience, helping to boost client organizations' brand and goodwill with members and customers. Committed to maintaining positive, productive, and collaborative relationships with clients.

Key Skills

- Customer Relations & Retention
- Attendee Satisfaction
- Stakeholder Relations
- Contract Negotiations
- Budgeting
- Complex Problem-Solving
- Conferences & Conventions
- Cost Accounting
- Cross-Functional Collaboration
- Event Services & Activities
- Guest Registration
- Meeting Logistics
- Task Prioritization
- Time Management
- Transportation Booking