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SKILLS

- wedding planning
- vendor coordination
- budgeting
- client relations
- event design
- project management

EDUCATION

DIPLOMA IN EVENT MANAGEMENT, NEW YORK SCHOOL OF DESIGN, 2018

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Recognized for 'Best Wedding Planner' at the Local Bridal Awards.
- Increased client referrals by 50% through exceptional service and word-of-mouth marketing.
- Successfully executed a wedding with a guest list of over 300 attendees, receiving rave reviews.

Michael Anderson

WEDDING PLANNER

Passionate and detail-oriented Event Operations Coordinator with over 4 years of experience in the hospitality industry, specializing in weddings and private events. Expert in curating personalized experiences that reflect clients' visions and desires while ensuring seamless execution. Demonstrates strong interpersonal skills, fostering relationships with clients, vendors, and venues to create an enjoyable event experience.

EXPERIENCE

WEDDING PLANNER

Elegant Affairs

2016 - Present

- Coordinated over 100 weddings, ensuring each event reflected the couple's unique style and preferences.
- Managed vendor relationships to secure quality services while optimizing costs.
- Developed detailed timelines and checklists to ensure all planning milestones were met.
- Assisted clients with budgeting, providing cost-effective solutions without compromising quality.
- Executed on-site coordination to ensure seamless flow of events on the wedding day.
- Gathered client feedback to continuously improve service offerings and client satisfaction.

EVENT ASSISTANT

Celebration Planners

2014 - 2016

- Supported event planning for various private functions, enhancing guest experiences.
- Maintained inventory of event supplies and materials, ensuring readiness for all events.
- Collaborated with the design team to create visually appealing event layouts.
- Assisted in the preparation of event materials and promotional content.
- Facilitated communication with clients to ensure alignment on event details.
- Conducted post-event evaluations to gather insights for future improvements.