



MEETING & EVENT COORDINATOR



Knowledge & Skill Areas Include:



Planning / Logistics



Hospitality / Catering



Vendor Management



Marketing / Promotion



Office Management



Public Relations



Fundraising



Volunteer Management



Program Management

SUSAN JAMISON

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614.555.5555 ▼ name@email.com

PROFILE

Special Events Planning | Marketing Support | Client Relations

Business professional capable of providing administrative and marketing support with experience in public, private, and non-profit sectors. Former small business owner with strong customer orientation. Capable of planning, executing and managing schedules for conferences, meetings, fundraisers, trainings, themed events, and parties. Excellent multi-tasker, able to manage several projects at once without losing details. Recognized for ability to think quickly and act decisively. Superb communication, organizational, motivational, and interpersonal skills.

EXPERIENCE & QUALIFICATIONS

- Planned and coordinated fundraisers, meetings, workshops, community service days, and parties of all types; able to take project from concept to completion.
- Acted as liaison among sponsors, booth vendors, managers, staff, volunteers, and attendees; people skills include sales / customer service, recruitment, training, supervision, negotiation.
- Proficient in office software including MS Word, Excel, Illustrator, and Photoshop; hands-on experience designing and writing promotional items.
- Developed plans with revenue projections, time frames, and breakdown of tasks; directed marketing efforts and timing of advertising; obtained sponsors and event partners.
- Planned and executed single-day and multi-day events, indoor and outdoor, with attendance ranging from 20 to 2,000 people.
- Retail experience including opening and closing store, advising customers on special orders, invitation design and layout; troubleshooting; and display maintenance. Improved systems and processes by streamlining paperwork and organizing stockroom for easier accessibility.
- International experience includes living and working in Germany and France; familiar with European customs; possess knowledge of written and spoken German and French.
- Current Event Director, Local Historical Society, Central Ohio Division.

EMPLOYMENT HISTORY

SPECIALTY PAPERS, Columbus, OH, *Invitation Specialist* (2005-2006)
 CCC & CO., Seattle, WA, *Sales Associate* (2004-2005)
 UNIVERSITY OF WASHINGTON, Seattle, WA, *Theatre House Manager* (2003-2004)
 SEATTLE LOCAL THEATRE, Seattle, WA, *House Manager* (2002-2003)
 XYZ HARDWARE, Norfolk, VA, *Sales Associate* (2001-2002)

EDUCATIONAL BACKGROUND

UNIVERSITY OF WASHINGTON, Seattle, WA
Bachelor of Arts in Drama, summa cum laude, 2004

- Founded campus chapter of Historic & Ecological Living Medieval Society.
- Served as Fundraising Chair for Alpha Phi Omega (community service fraternity).

SEATTLE CENTRAL COMMUNITY COLLEGE, Seattle, WA
Associate of Arts, 2000