

# EVENT PLANNER

Address, City, State Zip  
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## SUMMARY

Enthusiastic, dynamic and dedicated hospitality supervisor with expertise executing large-scale events and supervising diverse staff populations of up to 60 employees. Natural leader with a talent for motivating employees and inspiring maximum productivity. People person and morale builder with a positive, can-do attitude and an earned reputation for exceeding expectations. Currently seeking a full-time hospitality or events supervisor position that utilizes my skills and experience to create memorable experiences for customers on a daily basis.

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*"I have worked on countless stage productions and if I could I would have Name by my side at all times – because everything runs so much smoother when she is around."*

– Name, Company

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## PROFESSIONAL PROFILE

### *Event Planning & Management*

- Provide confidential, first-class events management service for VIP clients.
- Manage all aspects of high-profile concerts.
- Facilitate all food and beverage needs for Corporate Events of 150 plus.
- Liaise with talent management to obtain celebrity riders and ensure all requests are fulfilled.
- Coordinate detailed schedules for talent with concert tour managers.
- Organize press events and meet and greets, including setting up meetings with radio stations and other press outlets and obtaining guest lists.
- Primary onsite event contact for concerts and show, responsible for maintaining standards of excellence for guest experience during all events.

### *Leadership & Team Building*

- Train and mentor new employees in all aspects of hospitality management.
  - Delegate tasks as appropriate to ensure events run smoothly.
  - Identify areas of opportunity in training program and provide feedback to senior management team.
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## ACCOMPLISHMENTS

- Awarded the **Award**, given by senior management to the Supervisor of the Year for the entertainment department.
  - Consistently promoted and proven successful in positions of increasing responsibility.
  - Stage Manager for perennial park favorite, *Show Name*, during the annual Celebration.
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## HOSPITALITY EXPERIENCE

### Amusement Park – City, State

- **Hospitality Supervisor** / April 2009 – Present
- **Catering Supervisor** / May 2008 – October 2008
- **Catering Associate** / April 2008 – May 2008