

Curriculum Vitae

PERSONAL

Name

Ross Jones

Address

123 Anywhere Avenue
Bakersfield, CA 54321

Phone number

123-456-7890

Email

exampleresume@cvmaker.com

RESUME OBJECTIVE

Resourceful event coordinator with 10+ years of experience coordinating large events from planning through execution. Skilled at driving large gains in revenue and major cost savings through vendor negotiation and effective budget management. Instrumental in coordinating high-quality events and meeting tight deadlines.

WORK EXPERIENCE

Sep 2018 - Present

Event Coordinator

ABC Events, Bakersfield, CA

- Collaborate with the fire department to acquire fire protection and building permits.
- Coordinate and organize events for Fortune 500 clients, including luncheons, shareholder meetings, conferences, and fundraisers.
- Communicate with staff, city officials, clients, and vendors to retain customer loyalty and ensure the successful external and internal events organization.
- Manage and coordinate 100+ events annually, achieving under-budget and on-time executive with 98% client satisfaction.

Jan 2013 - Sep 2018

Event Coordinator

Events Inc., Bakersfield, CA

- Coordinated and planned all hotel accommodations, transportation, and registration to ensure smoothly executed event activities.
- Delivered assistance and coordination for 75+ events each year, including handling décor, logistics, catering, and location permits.
- Grew revenue by over 50% by securing cost-efficient contracts and sourcing potential vendors.
- Created promotional materials and invitations, schedule proposals and logistics functions, and structured floor plans.

EDUCATION AND QUALIFICATIONS

Bachelor of Science in Hospitality

University of San Francisco, San Francisco, CA

SKILLS

| | |
|----------------------------|-----------|
| Time Management | ● ● ● ● ● |
| Adaptability | ● ● ● ● ● |
| Budget Management | ● ● ● ● ● |
| Venue Selection | ● ● ● ● ● |
| Event Coordination | ● ● ● ● ● |
| Contract Negotiation | ● ● ● ● ● |
| Catering Management | ● ● ● ● ● |
| Client Database Management | ● ● ● ● ● |