

IAN STETSON

PERSONAL

Name

Ian Stetson

Address

123 Anywhere Avenue
Jacksonville, FL 54321

Phone number

123-456-7890

Email

exampleresume@cvmaker.com

Website

www.IanStetson.com

Highly competent, energetic, and resourceful event planner with 5+ years of experience in event marketing, management, and development. Enthusiast and self-motivated professional with a proven ability to ensure the smooth operations of every hosted event. Equipped with excellent leadership skills and experience in budget management and organizing promotional events, receptions, and annual conferences.

WORK EXPERIENCE

Event Planner

Sep 2018 - Present

ABC Consulting, Jacksonville, FL

- Design and launch innovative development and implementation of marketing strategies to create profitability.
- Work with clients to choose event requirements and objectives, including conventions, conferences, and meetings.
- Communicate with event staff to coordinate details, and monitor activities to ensure compliance with laws and regulations, satisfaction of guests, and resolution of any issues that come up.
- Coordinate services for events, including transportation and accommodations for participants, catering, facilities, signage, special needs requirements, displays, security, and printing.

EDUCATION AND QUALIFICATIONS

Facility Coordination

Global Business Academy

2022

Certified Events Coordinator

US Society of Events Organizers

2020

Certified Professional Events Planner

Jacksonville Events Planner Society

2019

Bachelor of Science in Business

University of Florida, Jacksonville, FL

2018

SKILLS

Leadership	● ● ● ● ●
Team Building	● ● ● ● ●
Organizational Skills	● ● ● ● ●
Operations Management	● ● ● ● ●
Negotiation & PR	● ● ● ● ●
Client Interaction & Mediation	● ● ● ● ●
Trend Analysis & Marketing	● ● ● ● ●
Customer Service	● ● ● ● ●
Cost Reduction Strategies	● ● ● ● ●
Events Coordination & Planning	● ● ● ● ●