

Amina Johnson

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SUMMARY

Motivated and detail-oriented entry-level event planner with a strong background in coordinating and executing events. Proven ability to manage multiple projects simultaneously while ensuring high standards of quality and client satisfaction.

EXPERIENCE

Event Coordinator Intern

Jan 2022 - Present

Creative Events Co., Atlanta, GA

- Assisted in organizing over 15 corporate events, increasing client satisfaction ratings by 20%.
- Managed vendor communications and logistics, reducing costs by 15% through effective negotiation.
- Utilized event management software to streamline planning processes, saving an average of 10 hours per event.

Volunteer Event Assistant

Mar 2021 - Dec 2021

Community Charity Events, Atlanta, GA

- Supported the planning and execution of fundraising events, raising over \$5,000 for local charities.
- Coordinated volunteer schedules and activities for events, ensuring seamless operations.
- Developed promotional materials that increased event attendance by 30%.

Campus Event Planner

Sept 2019 - May 2021

University Student Union, Atlanta, GA

- Planned and executed 10+ campus events, achieving a 95% approval rating from attendees.
- Collaborated with local businesses for sponsorship partnerships, generating \$3,000 in additional funding.
- Implemented feedback surveys post-events, leading to a 25% improvement in future event planning.

EDUCATION

Bachelor of Science in Hospitality Management

May 2021

Georgia State University, Atlanta, GA • GPA: 3.8

SKILLS

Technical Skills: Event Planning, Budget Management, Vendor Negotiation, Project Management

Tools & Frameworks: Cvent, Eventbrite, Trello