

Amina Patel

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SUMMARY

Detail-oriented and creative recent graduate with a passion for event planning and coordination. Experienced in orchestrating seamless weddings and events through internships and volunteer work, demonstrating strong organizational and communication skills.

EXPERIENCE

Event Planning Intern

Jan 2023 - Present

Elegant Events Co., Los Angeles, CA

- Assisted in the planning and execution of over 15 weddings, resulting in a 95% client satisfaction rate.
- Coordinated logistics for venues, catering, and decor, helping to reduce event costs by 20%.
- Developed detailed timelines and checklists, ensuring all events ran smoothly and on schedule.

Event Volunteer

Mar 2022 - Dec 2022

Local Charity Gala, Los Angeles, CA

- Collaborated with a team of 10 to organize a charity gala that raised \$50,000 for community programs.
- Managed vendor communication, ensuring all aspects of the event were delivered on time and within budget.
- Created promotional materials that increased event attendance by 30% compared to the previous year.

Wedding Assistant

May 2021 - Aug 2021

Freelance, Los Angeles, CA

- Supported lead planners in the execution of 5 weddings, contributing to a seamless client experience.
- Implemented an inventory tracking system that reduced setup time by 15%.
- Gathered client feedback post-event, achieving a 4.8/5.0 satisfaction rating.

EDUCATION

Bachelor of Science in Hospitality Management

May 2022

University of Southern California, Los Angeles, CA • GPA: 3.7

SKILLS

Technical Skills: Event Coordination, Budget Management, Vendor Negotiation, Client Communication

Tools & Frameworks: Trello, Asana, Microsoft Office Suite