

Amina Al-Farsi

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SUMMARY

Detail-oriented Event Planner with over 5 years of experience in managing corporate events and weddings. Proven track record in increasing event attendance by 30% and managing budgets exceeding \$100,000. Exceptional organizational skills and a passion for creating memorable experiences.

EXPERIENCE

Senior Event Planner

Jan 2022 - Present

Elite Events Co., Seattle, WA

- Increased client satisfaction ratings by 25% through enhanced event logistics and customer engagement strategies.
- Managed annual fundraising gala that raised over \$200,000 for local charities, exceeding previous year's fundraising by 40%.
- Implemented new project management tools that reduced planning time by 15%.

Event Coordinator

Jun 2018 - Dec 2021

Creative Gatherings LLC, Seattle, WA

- Coordinated over 50 corporate events and social gatherings, achieving a 95% client retention rate.
- Developed budget plans that reduced costs by 20% through vendor negotiations and strategic sourcing.
- Utilized social media marketing strategies that increased event attendance by an average of 30%.

Assistant Event Planner

Jan 2016 - May 2018

Dynamic Events Inc., Seattle, WA

- Assisted in the planning and execution of over 100 events, including weddings, corporate retreats, and conferences.
- Created event timelines and coordinated logistics, ensuring all events ran smoothly and on time.
- Established relationships with key vendors, which improved service quality and event outcomes.

EDUCATION

Bachelor of Science in Hospitality Management

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Event Management Software, Budgeting & Financial Planning, Negotiation & Vendor Management, Social Media Marketing

Tools & Frameworks: Asana, Trello, Canva, Salesforce