

Fatima Khan

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SUMMARY

Dedicated and detail-oriented Mid Level Event Planner with over 5 years of experience in managing diverse events including corporate functions, weddings, and fundraisers. Proven track record of enhancing guest experiences and optimizing event processes to achieve high client satisfaction.

EXPERIENCE

Event Planner

Jan 2022 - Present

Creative Events Co., Austin, TX

- Successfully planned and executed over 50 events annually, increasing client retention by 35%.
- Implemented a new vendor management system, reducing costs by 20% across all events.
- Coordinated marketing campaigns that boosted event registrations by 40% through targeted social media strategies.

Assistant Event Planner

Jun 2018 - Dec 2021

Elite Event Management, Dallas, TX

- Supported the planning and execution of large-scale corporate events with budgets exceeding \$100,000.
- Developed timelines and logistics plans, reducing planning time by 30%.
- Facilitated workshops and training sessions that enhanced team productivity by 25%.

Event Coordinator Intern

Jan 2017 - May 2018

Local Arts & Culture Center, Houston, TX

- Assisted in organizing community events that attracted over 2,000 attendees.
- Managed guest relations, increasing satisfaction ratings to 95%.
- Maintained inventory and managed supplies, streamlining the procurement process.

EDUCATION

Bachelor of Science in Hospitality Management

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Event Budgeting, Project Management, Vendor Negotiation, Guest Experience Enhancement

Tools & Frameworks: Cvent, Asana, Eventbrite