

Aisha Patel

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SUMMARY

Detail-oriented and creative wedding planner with over 5 years of experience in managing high-profile events. Proven track record of successfully executing weddings while maximizing client satisfaction and budget efficiency.

EXPERIENCE

Wedding Planner

Jan 2022 - Present

Dream Events Co., San Francisco, CA

- Coordinated 30+ weddings, achieving a 95% client satisfaction rate through meticulous planning and execution.
- Managed budgets up to \$150,000, consistently saving clients 15% through vendor negotiations and strategic sourcing.
- Implemented project management software (Asana) to streamline planning processes, reducing planning time by 20%.

Assistant Wedding Planner

Mar 2019 - Dec 2021

Elegant Affairs, Los Angeles, CA

- Assisted in planning and executing over 50 weddings, contributing to a 30% increase in repeat clients.
- Developed vendor relationships that resulted in exclusive discounts and packages, saving clients an average of \$5,000 per event.
- Utilized CRM tools to enhance client communication, improving response time by 40%.

Event Coordinator Intern

Jun 2017 - Feb 2019

Occasions Unlimited, San Diego, CA

- Supported event logistics for 20+ weddings, gaining hands-on experience in vendor coordination and timeline management.
- Conducted post-event surveys leading to a 10% improvement in service offerings based on client feedback.
- Assisted in the creation of event budgeting spreadsheets, enhancing financial tracking and reporting.

EDUCATION

Bachelor of Science in Hospitality Management

May 2018

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

SKILLS

Technical Skills: Event Budgeting, Vendor Negotiation, Timeline Management, Client Relationship Management

Tools & Frameworks: Asana, Trello, Microsoft Excel, Canva