

Amina Patel

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SUMMARY

Detail-oriented wedding planner with over 5 years of experience in creating memorable and personalized wedding experiences. Proven track record of managing budgets effectively and delivering events that exceed client expectations.

EXPERIENCE

Senior Wedding Planner

Jan 2022 - Present

Timeless Events, San Francisco, CA

- Successfully managed over 50 weddings with a 95% client satisfaction rate, resulting in a 30% increase in referrals.
- Implemented a new budgeting system that reduced costs by 15% while maintaining high-quality service.
- Coordinated vendor contracts, resulting in a 20% average savings on vendor expenses.

Wedding Coordinator

Jun 2018 - Dec 2021

Dreamy Days Events, San Francisco, CA

- Planned and executed 40+ weddings, achieving an average 4.9-star rating on client feedback.
- Enhanced logistics operations, which improved event setup time by 25%.
- Developed strong relationships with local vendors, leading to exclusive discounts and improved service reliability.

Assistant Wedding Planner

Jan 2017 - May 2018

Elegant Affairs, Los Angeles, CA

- Assisted in the planning of 30+ weddings, contributing to a team effort that led to a 20% increase in annual sales.
- Created detailed timelines and checklists, ensuring all logistics were executed flawlessly.
- Supported client meetings and vendor negotiations that enhanced overall service quality.

EDUCATION

Bachelor of Science in Hospitality Management

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Event Budgeting, Contract Negotiation, Vendor Management, Timeline Development

Tools & Frameworks: Asana, Trello, Microsoft Office Suite, Social Media Marketing