

Sarah Lee

Event Coordinator

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Personal Skills

- Organization and Eye for Detail
- Time Management
- Activity Planning and Logistics
- Client Relationships and Communications

Technical Skills

- MS Office Suite (Word, Excel, PowerPoint)
 - Google Apps (Google Docs, Sheets)
 - Social Media platforms
 - CPR and First Aid certified
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Professional Experience

Event Assistant

Gallery Ltd.

2020-Present

- Serve as a liaison between vendors, entertainers, and lead event planners.
- Facilitate comprehensive setup and tear-down of events; collaborate with clients to ensure event satisfaction.
- Manage on-site logistics and ensure events are executed on time and within budget.

Nanny/Household Manager

Private Household

2018-2020

- Demonstrate adaptability in fast-paced and changing environments.
- Create stable, secure, and stimulating environments for children.
- Collaborate with household contractors and manage transportation and daily activities.

Event Planner Assistant

Celebrations Co.

2016 - 2018

- Assisted in planning and coordinating events, including weddings, corporate events, and private parties.
 - Managed vendor relationships and ensured event requirements were met on time and within budget.
 - Prepared event materials, such as invitations and signage, and ensured on-site event flow was smooth and efficient.
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Education

B.S. Educational Studies
University of Education
Graduated: 2017

A.A. General Studies
Community College
Graduated: 2016