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| **Experience****Event Coordinator****Pacific Hotel | Seattle, WA****2019 – 2022*** Provided top quality service for over 200 hotel events.
* Successfully managed event budgets up to $150.000
* Aided organizers in selecting the most appropriate venue, food menu, and décor based on number of attendees (50–700).
* Prepared marketing and promotional materials to increase interest.
* Created sponsorships and vendor relationships that led to 20% in savings.
* Instructed colleagues on proper hospitality etiquette.

**Events Assistant****Seattle International Film Festival | Seattle, WA 2018*** Assisted the large events team to get up the festival venues and keep all areas clean and orderly.
* Surveyed participants and guests after the panels to gather and evaluate feedback to make improvements in later events.
* \*Anticipated event requirements and handle guest concerns

**education****BA Event Management** **University of Seattle | Seattle, WA TX 2015 – 2018**Achieved a 3.5 GPA Relevant coursework: Planning, budgeting, time-management methodologies, formal writing, business contracts |

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| **Objective**Efficient event coordinator with 3+ years expertise managing events in a large hotel. Oversaw 200+ events of parties up to 700 attendees and budgets up to $150,000. Experience in creating sponsorships and vendor relationships, which led to a 20% in savings for my previous employer. |
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| CertificationsJGTP Certification, Global Business Travel Association (GBTA), 2019CYC child care certification, 2015 |

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