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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 | | |  | | --- | | **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. | | |  |  | | --- | --- | |  |  | | [mariaugottaseeher@gmail.com](mailto:mariaugottaseeher@gmail.com) | 937-635-9846 | |  |  | | [mariaharry@email.com](mailto:mariaharry@email.com) | [maria.harry@email.com](mailto:maria.harry@email.com) | | | CertificationsJGTP Certification, Global Business Travel Association (GBTA), 2019CYC child care certification, 2015 | |