

ANITA SINGH

Campus Event Coordinator

Irvine, CA
anitasingh@example.com
(714) 555-6677
LinkedIn | Portfolio

Campus Event Coordinator with six years of experience planning and executing academic and social events. Expertise in vendor negotiation, budget management, and volunteer coordination to deliver seamless experiences.

Professional Experience

March 2018 - Present

Event Coordinator UC Irvine Student Affairs, Irvine, CA

- Managed 40+ campus events yearly, maintaining a 95% satisfaction rate.
- Negotiated vendor contracts, achieving 18% cost savings.

June 2016 - February 2018

Student Activities Assistant UC Irvine Student Center, Irvine, CA

- Scheduled and promoted weekly workshops, increasing attendance by 22%.
- Trained 10 volunteers, improving on-site operations efficiency by 25%.

Education

B.A. in Sociology University of California, Irvine | May 2016

Key Skills

<div></div>	Event Planning
<div></div>	Budget Management
<div></div>	Volunteer Training
<div></div>	Vendor Negotiation