

## Professional Experience

- **Event Planning Intern**  
*Bright Events Agency, City, ST | June 2023 - December 2023*
  - Assisted in organizing corporate events with 200+ attendees, ensuring smooth logistics
  - Managed vendor communications and budget tracking
- **Student Event Coordinator**  
*University Student Council, City, ST | August 2022 - May 2023*
  - Planned and executed university events, increasing student engagement by 25%
  - Coordinated social media marketing efforts for event promotions

## Education

**Bachelor of Arts in Hospitality and Event Management (May 2024)**  
University of City, City, ST

**Madison Young**

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**Entry-level event coordinator with experience in planning and logistics management**

Detail-oriented event coordinator with experience organizing corporate and community events, managing vendor relationships, and coordinating event logistics.

## Key Skills

- Event planning and logistics
- Vendor sourcing and contract negotiation
- Budget management
- Client and stakeholder communication
- Marketing and promotion strategies