

## 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

City, ST

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LinkedIn

### 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