

# Blake Allen

## Hotel Event Coordinator

**Energetic Event Coordinator with 6 years of experience managing hotel weddings, conferences, and social gatherings**

Well-versed in vendor management, budgeting, and cross-department collaboration. Excellent at transforming guest visions into seamless event experiences.



### EDUCATION

Bachelor of Arts in Event Management | Texas State University | 2017



### KEY SKILLS

- Event planning
- Client communication
- Vendor coordination
- Banquet setup oversight
- Budget adherence
- Multi-event scheduling



### PROFESSIONAL EXPERIENCE

#### Event Coordinator

Vista Grande Hotel | Austin, TX, | May 2020 – Present

- Planned and executed 150+ events annually, including weddings and corporate meetings
- Reduced setup time by 25% by introducing a digital scheduling system
- Collaborated with catering and AV teams to ensure smooth transitions

#### Event Assistant

Baystone Suites | Austin, TX, | May 2017 – February 2020

- Supported event managers with logistics and setup of conference spaces
- Communicated with guests pre- and post-event to ensure satisfaction
- Assisted with budgeting and vendor payment processing