

NATALIE SARTAIN

Event Planner

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United States, Portland, OR, 47 Hope Street, 97225



PROFESSIONAL SUMMARY

Motivated and detail-oriented individual with a passion for event planning seeking an entry-level position in the field. Recently graduated with a degree in Hospitality Management and equipped with strong organizational skills, creativity, and a proactive approach to problem-solving.

EDUCATION

2020 - Now

Bachelor of Science in Hospitality Management

Portland State University / United States, Portland, OR

SKILLS

- Event Design Expert
- Organization Expert
- Marketing Expert
- Budgeting Expert
- Public Speaking Expert

HOBBIES

- Sketching
- Karting

COURSES

2023

Successful Events: Event Planning, Marketing & Management

Udemy

2022

Complete Guide to AV & Event Technology

Udemy

EXPERIENCE

2023 - 2023

Event Planning Intern

Celebration Events / United States, Portland, OR

- Assisted in the planning and execution of various events, including weddings, corporate gatherings, and fundraisers.
- Contributed to event design and décor concepts, ensuring alignment with client preferences and budget constraints.
- Managed event documentation and administrative tasks, including maintaining client files, updating event timelines, and tracking RSVPs.

VOLUNTEER EXPERIENCE

2024 - Now

Event Assistant

Local Community Center, Portland, OR

- Supported in organizing community events, including festivals, workshops, and charity drives.
- Assisted with event setup and breakdown, managed guest registration, and provided general event support.
- Collaborated with team members to brainstorm event ideas and contribute to event planning meetings.