

PROFESSIONAL SUMMARY

Creative and highly organized Event Planner with over 10 years of experience in coordinating a wide range of events, from corporate conferences to weddings. Proven ability to manage all aspects of event planning, including budgeting, vendor negotiations, and logistics. Adept at multitasking and maintaining attention to detail under pressure to deliver memorable experiences.

LinkedIn: fannietennantevents

EDUCATION

2010 - 2014

Bachelor of Arts in Hospitality Management

University of Missouri / Saint Louis, MO

SKILLS

- Event Planning and Coordination
 - Budgeting and Financial Management
 - Vendor Negotiation and Management
 - Venue Selection and Logistics
 - Marketing and Promotion
 - Client Relations and Communication
- Expert

Expert

Expert

Expert

Expert

Expert

COURSES

2024

Event Planning Certificate

Event Planning Institute

EXPERIENCE



2019 - Now

Senior Event Planner

Celebrations Unlimited / Saint Louis, MO

- Lead a team of event coordinators in planning and executing events for up to 1,000 attendees, ensuring seamless operations and exceptional client satisfaction.
- Develop comprehensive event plans, timelines, and budgets, resulting in a 20% increase in client retention and a 15% reduction in costs.
- Negotiate contracts with vendors, securing favorable terms and reducing overall event costs by 10%.
- Coordinate logistics, including venue selection, catering, entertainment, and transportation, to ensure all aspects of the event were executed flawlessly.



2014 - 2019

Event Coordinator

Elegant Events / Saint Louis, MO

- Planned and executed over 50 corporate events, weddings, and private parties annually, managing budgets ranging from ,000 to 0,000.
- Collaborated with clients to understand their vision and objectives, providing creative and tailored solutions to meet their needs.
- Managed event logistics, including vendor coordination, scheduling, and on-site supervision, ensuring smooth and successful event execution.
- Conducted site visits and walkthroughs to ensure venues met client specifications and event requirements.