

## Sample Resume

### Experienced Event Planner

#### Paula Planner

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Your City, Your State, 00000

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#### Objective

Seeking a position in the events/meetings industry where my eight years of experience in meeting management and communications will contribute to the overall success of the organization.

#### Professional Experience

##### 1998—Present

Betz Research & Trading Inc., Orlando, FL

##### *Meeting Manager and Marketing Coordinator*

- Successfully manage and execute all educational programs, customer appreciation and employee events (20-30 annual events both local and throughout the United States).
- Develop, plan, negotiate, contract and manage all aspects of Betz's meetings and events, following through with on-site management and post-meeting reporting.
- Research and conduct site visits to determine qualification standards for our meetings and events.
- Plan and negotiate menu selections, audio/visual requirements, entertainment and ground transportation with contracted property and/or vendors.
- Create and design promotional materials, brochures, registration forms, evaluations, instructor presentations and other marketing items as they relate to the events planned.
- Manage relationships with sponsoring associations, customers and vendors.
- Arrange individual travel for instructors, CEO, managing directors, and our sales force along with coordinating group

travel for customers for special events.

- Proficient and knowledgeable with Microsoft Office applications such as Word, Excel and PowerPoint. Other training with Access, MSN Project, PageMaker, Photoshop and Illustrator.

*Key accomplishments:*

- Designed, implemented and maintained a budget procedure for our marketing department and for all of our meetings and events, demonstrating ROI and benchmarking post-meeting reports for national meetings and events.
- Developed, managed and continuously improved meeting planning position by creating Request for Proposals (RFPs), site selection guide- lines and forms, meeting specifications, contract addendums, rooming lists, meeting history and expense management.
- Managed the creation and implementation of a quarterly newsletter publication for educating bank portfolio managers.
- Created and have maintained national and state sponsorship for continuing educational credits for certified public accountants.

**1995—1998**

The Solution Inc., Palm Village, FL

*Executive Assistant to the President*

- Provided administrative management to president and sales staff.
- Scheduled meetings and corporate travel arrangements.
- Created, maintained, organized and tracked all documents and reports.
- Maintained accurate customer billing and assisted with accounts payable and receivable and bookkeeping.
- Communicated and verified business and sales information.

**Professional Organizations**

**1998—Present**

Active member of Meeting Professionals International

American Management Association Educational Programs

**Education**

B.A. in Marketing, 1999, University of Orlando

## **Awards**

Company Values Excellence Award, 2001

## **Volunteer Experience and Service**

**1998—Present**

*Special Events Chair*

Orlando Chapter of Charitable Services

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