



**Submitted by:**

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## **Purpose:**

The purpose of this portfolio is to showcase skills, expertise, and experience in the field of event calendar management. The primary goal is to demonstrate the proficiency in designing, organizing, and executing successful events through the use of effective event calendars. Whether it's creating visually appealing calendars, implementing efficient scheduling systems, or showcasing past event successes, the portfolio aims to highlight the capabilities in event management and calendar coordination.

## **Target Audience:**

The target audience for the portfolio includes potential employers, event planning agencies, clients seeking event management services, and peers in the event coordination industry.

1. **Potential Employers:** Individuals or organizations looking to hire someone with expertise in event calendar management. This could include event management companies, marketing agencies, or businesses with a focus on organizing events.
2. **Event Planning Agencies:** Organizations specializing in event planning and coordination that may be interested in collaborating or hiring someone with a strong background in effective calendar management for events.
3. **Clients Seeking Event Management Services:** Businesses or individuals planning events and seeking professional assistance in managing their event calendars. This audience may be interested in viewing past successful projects and understanding the approach taken in organizing events.

**Peers in the Event Coordination Industry:** Colleagues and professionals in the event coordination field who may be interested in networking, sharing ideas, and staying updated on the latest trends and techniques in event calendar management.

By tailoring my portfolio to meet the needs and expectations of these specific audiences, I aim to create a compelling and relevant representation of my skills and experience in event calendar management.

### Design on Figma:



