**OBJECTIVE**

I seek an Event Coordinator position on an innovative, thoughtful, and client focused team of professionals.

**EDUCATION**

**California State Polytechnic University, Pomona**  Pomona, CA

*The Collins College of Hospitality Management*  **GPA: 4.0**

Bachelor of Science in Hospitality Management, Summa Cum Laude 08/20 –12/22

**EXPERIENCE**

**Samira Weddings & Events** Irvine, CA

*Special Event Decoration Specialist* 02/20 – 12/22

* Provided services to themed events for 50 to 300 attendees at multiple locations.
* Assisted the main planner on the day of the event in the design and delivery of services.
* Provided guest services during the events.

**Coast Concierge Services, Inc.**  Costa Mesa, CA*Office Manager/Event Planner Assistant* 06/21 – 01/22

* Provided services to themed events for 20 to 300 attendees at multiple locations.
* Composed proposals and contract agreements.
* Assisted with site inspection and contacting vendors.
* Assisted with administrative office tasks including developing social media messages and news blasts.

**Santa Ana Beauty College** Santa Ana, CA

*School Administrator/Event Coordinator*  08/19 – 08/20

* Led Student Orientation & Instructor Conference programs for 10 to 30 individuals.
* Created content and planned course outlines for all instructors for paper-based and digital platforms.
* Prepared class schedules and guest speakers’ schedules.
* Supervised and closely assisted the daily activities of instructors and students.
* Applied NEO LMX and WD My Cloud Home on daily basis.

**SKILLSET**

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| Fluent in English and Vietnamese  Microsoft Words, Excel, PowerPoint  Email Etiquettes  Time management and clients follow up | Venues & Vendors’ Research  Office Inventory  Plans and Activities Creation  Personal and Group Communication |

**ACTIVITIES/HONORS/CERTIFICATIONS**

Professional Convention Management Association – student member 02/22 – Present

Association of Student Event Professionals – student member 02/22– Present

Meeting Professionals International Association – student member 12/22 – Present

Cal Poly Pomona University President’s Honor List - twice 08/19 – 12/22

Cal Poly Pomona University Dean’s Honor List- four times 08/19 – 12/22

Pepsi Bottling Group Scholarship 04/21

Network of Executive Women in Hospitality (NEWH) Scholarship 05/21

Collins College of Hospitality Management Scholarships 07/22

National Restaurant Association’s ServSafe Food Protection Manager 01/18 – 01/23