

Name: Jacob Morales

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Professional Summary

Event coordinator with 4 years experience planning corporate and nonprofit events, managing vendors, and executing logistics

Experience

Event Coordinator, Apex Events — Atlanta, GA

Feb 2020 – Present

- Planned and executed corporate conferences and fundraising galas for up to 500 attendees.
- Managed vendor contracts, logistics, and on-site coordination.

Assistant Events Manager, City Events — Atlanta, GA

Jun 2017 – Jan 2020

- Supported event planning and handled attendee registration.

Education

B.A., Hospitality Management, Georgia State University — 2017

Skills

- Vendor management, Logistics planning, Budgeting, Contract negotiation