



Katie Koehl

PROJECT COORDINATOR

- Denver, Colorado
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PROFILE

A woman who is passionate about creating events just as much as she loves to attend them. She has a demonstrated history in healthcare and is working towards becoming a CMP.

SKILLS

Project Management
Event Management
Communications
Marketing

TECHNOLOGY

Cvent
Aventri
Outlook
Excel
Webex/Microsoft Teams

WORK EXPERIENCE

PROJECT COORDINATOR

Optum/ United Healthcare

May 2020 - Present

- Coordinate and create all virtual event logistics including attendance, registration, customer support, meeting invites, and breakout rooms
- Assist during day-of-event by helping with tech issues, sharing videos and polls, monitoring the chat, manage shareholders/speakers to ensure their video and audio work
- Coordinated hotels, travel, catering, speakers, and venue space for all in-person events
- Maintained and created all event communications including emails, text messages, brochures, and website information.

EVENT COORDINATOR

Butterfly Pavilion

Nov 2018 - May 2020

- Plan, organize, and execute large and small scale events throughout the year
- Created and maintained relationships with all clients by following up with emails, venue tours, phone calls, and video chats
- Certified and trained in all zoo exhibits and bug handling for private events and every day facility hours
- Assist in the set up and tear down of all events

CNA/ TELEMETRY TECHNICIAN / UNIT CLERK

Porter Adventist Hospital

July 2016 - Feb 2019

- Help patients with daily activities such as meals, hygiene, and dressing
- Assess vitals, note information, and report major changes to nursing staff
- Observe, analyze, and interpret cardiac rhythms for up to 50 patients per shift
- Performed clerical duties including maintenance and organization of patient records, as well as breakdown of medical charts for record keeping

EDUCATION HISTORY

Metro State University of Denver

Bachelors in

Event/Meeting Management

Jan 2018 - May 2020

Minor in Marketing

- Academic Excellence in Event Management
- Member of Professional Convention Management Association
- Involved in extra curricular activities for the School of Hospitality