

Ami Suzuki

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(424) 527-6820



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Feb 28, 2024

Dear hiring manager:

Creating memorable experiences through live events has always been my passion. From attending events to orchestrating them as a Program Manager on my campus, there's nothing quite like seeing guests enjoying something my team and I have crafted. Despite the challenges that come with event planning, the sense of accomplishment and pride in delivering exceptional experiences is unmatched. I am a computer science major with a degree in Communication with an emphasis in Broadcast and Television at California State University, Fullerton, and graduated cum laude in May 2024. I am writing to express my interest in joining Live Nation Entertainment in the Experimental College Associate role. My educational background and previous work experience make me an ideal candidate for this opportunity.

As a Student Programmer at California State University, Fullerton, I have organized various events, such as Carnival, Album Listening Party, Beyond the Conversation, and many more. I have spearheaded the entire event lifecycle—from initial proposal to post-event analysis, conducting weekly SWOT analyses to refine our strategies and enhance future events, instilling in me an understanding of the importance of delivering exceptional events. The on-campus concert featuring singer-songwriter Tiffany Day was the first event I contributed to; it forced me to learn how to handle artist riders, provide hospitality, coordinate guest experience, and set up stage equipment. Despite unexpected challenges like equipment malfunctions and last-minute changes to the event, I approached my ability to thrive under pressure and deliver an exceptional event. I'm very proud that we provided a platform for an up-and-coming artist like her while promoting school spirit and community.

One of the biggest events I am working on is the annual Spring Concert in May. We have two artists, Anne and Chris Lozano, perform last year. As part of the stage management and hospitality team, I communicate with other stakeholders/vendors and determine what equipment the back of the house or the stage needs. For this year, I will once again be in charge of stage management, and I'm incredibly thrilled and proud to be part of the production of a large-scale live music event and honor this prestigious campus tradition. As we juggle multiple events simultaneously, this position has equipped me to work under a strict deadline and pressure, adapt quickly to my environment, actively listen to our audience, and work diligently as a team to provide the best event for our students. I am eager to bring this expertise to Live Nation Entertainment and contribute to creating unforgettable experiences for your audiences.

I am excited to join your team and step into the event industry. I will follow up with you next week to discuss my application status and answer any further questions you may have. Thank you for your time and consideration.

Sincerely,

Ami Suzui

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Education

California State University, Fullerton | Fullerton, CA
Bachelor of Arts in Communications, emphasis in Entertainment and Tourism

Expected: May 2024

Experiences

Associate Students Inc. | Fullerton, CA
Student Programming

July 2022-Present

- Communicated through email and phone to stakeholders for lodging and transportation arrangements, venue management, catering, accommodating special needs, booking green rooms, marketing requests, and ensuring event security at All Day ART! International art fair; requested for each event, ensuring accurate disbursement of payments to vendors, artists, and equipment rentals.
- Conducted thorough reviews of artist and hospitality riders for the Becker Concert featuring Tiffany Day; assessed potential risks and negotiated terms in contract agreements for seamless execution.
- Led end-to-end event management, including proposal, analysis, and weekly SWOT sessions to optimize strategies for future events.

Event Attended

- Demonstrated adaptability to meet client needs and adeptly resolved technical issues with efficient solutions on the spot.
- Set up stage and meeting rooms per customer's specific requirements, such as stage lighting, audio equipment, and projector settings to optimize guest experience.
- Reported daily logs of event set-up and tear-downs with notes to small details to maximize accuracy.

Newport Beach Film Festival | Newport Beach, CA
PR and Event Management

August 2023 - October 2023

- Reached out to 50+ prospective sponsors, partners, and supporters to facilitate partner marketing opportunities, resulting in mutually beneficial collaborations through negotiations.
- Drafted materials on social media by presenting engaging content on a minimum of 4 posts per week.
- Established and maintained ongoing communication with VIP guests, ensuring seamless coordination of transportation, accommodations, and entertainment.
- Created a comprehensive run of show and organized team responsibilities to ensure seamless event-day operations.

Rochester Rochester Film Festival | Irvine, CA
Press Desk Officer

March 2021 - Sep 2021

- Monitored and supported 80 international students in obtaining an F-1 Visa.
- Maintained accurate accounts of incoming and outgoing mail from students, recruiters, immigration lawyers, and academic departments.
- Enhanced daily operations by clear client communications, accurate recordkeeping, and data entry.
- Co-produced and published 10 podcast episodes and educated over 11,000+ listeners on cultural dynamics and phrases to raise awareness of American and Japanese cultures.
- Assisted in the design and development of graphics and flyers for upcoming episodes, announcements, and events on Instagram weekly.
- Engaged with 500+ listeners through response sheets and social media interactions.

Affiliations

- Social Media Management
- Personal Communication
- Schedule coordination
- Event management

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Website:
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LinkedIn
Portfolio

Hard Skills

Adobe Creative Cloud
Photoshop, Illustrator, InDesign, Premiere Pro
Adobe Acrobat
Microsoft Office: Word, Excel, PowerPoint, Outlook
Social Skills
Japanese

Soft Skills

Arts Relations
Social Media Management
Personal Communication
Schedule coordination
Event management



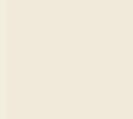
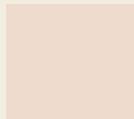
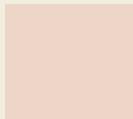
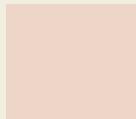
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Hello! My name is Ami Suzui.

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