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# SNEHA PRAJAPATI

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## PROFESSIONAL SUMMARY

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Dynamic Event Management Intern from Two Rings Event Evolution, adept in seamless event execution and enhancing attendee experiences. Excelled in teamwork, collaboration, and problem-solving, significantly contributing to creative event concepts.

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## SKILLS

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**Time Management**

**Problem-solving abilities**

**Report Preparation**

**Task Prioritization**

**Continuous Improvement**

**Organizational Skills**

**Interpersonal Skills**

**Teamwork and Collaboration**

**Excellent Communication**

**Multitasking Abilities**

**Interpersonal Communication**

**Basic knowledge of MS office**

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## WORK EXPERIENCE

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**Event Management Intern, 05/2022 - 12/2023**

**Two Rings Event Evolution – Gujarat, India**

- Assisted in the successful execution of multiple events, ensuring seamless planning and coordination.
- Enhanced attendee experience by efficiently coordinating event logistics and managing vendor relationships.
- Collaborated with cross-functional teams to develop creative concepts for event themes and designs.
- Supported sales efforts by creating high-quality promotional materials highlighting the company's capabilities in event management services.
- Maintained accurate records of all events, including financial documentation, attendance reports, and vendor information.
- Facilitated clear communication between clients, vendors, and internal team members to ensure smooth execution of projects from start to finish.
- Negotiated contracts with venues, vendors and suppliers to obtain best rates and services.

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## EDUCATION

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**Bachelor of Arts: Home Science, 06/2012**

**M S University Of Baroda - Gujarat, India**