|  |  |
| --- | --- |
| Rami Shoula  Event Planner | |
| |  |  | | --- | --- | |  | Profile Passionate and experienced Event Planner bringing forth several years of experience planning, coordinating, and overseeing various sorts of events. Adept at full event management, assisting clients from event conception to fruition. Detail oriented and able to manage several projects at once. Experienced in developing strong and fruitful relationships with clients and vendors. Wholly focused on client satisfaction and event success. |  |  |  | | --- | --- | |  | Employment HistoryEvent Planner at Jaycee's Events, New York April 2013 — October 2019   * Interviewed clients to assess their desires and needs regarding their event. * Created client files and maintained meticulous organization of event documents. * Directed the planning and execution of all aspects pertaining to events. * Developed and maintained strong relationships with several vendors during a span of five years. * Carefully managed budgets and schedules. * Worked to provide extraordinary planning services to clients and achieve high levels of client satisfaction.  Wedding Planner at North Star Wedding Services, Boston March 2009 — March 2013   * Met with clients to provide an initial consultation regarding their Wedding. * Showed clients various slideshows for inspiration. * Worked with clients tirelessly to ensure they felt fully supported and at ease during the time before the wedding. * Scheduled vendor appointments, handled follow-ups, picked up items, and coordinated with other professionals to guarantee a seamless event day. |  |  |  | | --- | --- | |  | EducationBachelor of Communications, Boston College, Boston August 2005 — May 2009 High School Diploma, St. Catherine's Academy, Boston September 2001 — May 2005 |  |  |  | | --- | --- | |  | InternshipsIntern at Springfield Events, Boston September 2008 — March 2009 |  |  |  | | --- | --- | |  | ReferencesJaycee Smith from Jaycee's Events [jaycee@jayceesevents.com](mailto:jaycee@jayceesevents.com) · 212-283-0922 Max Quinn from North Star Wedding Services [maxq@northstarwed.org](mailto:maxq@northstarwed.org) · 781-228-3451 Dr. Desmond DeMaria from Boston College [demaria@bostoncollege.edu](mailto:demaria@bostoncollege.edu) · 781-226-3736 | | DetailsSkills  |  |  | | --- | --- | | Project Management Skills | | |  |  |  |  |  | | --- | --- | | Visual Design Skills | | |  |  |  |  |  | | --- | --- | | Advanced Communication Skills | | |  |  |  |  |  | | --- | --- | | Planning Skills | | |  |  |  |  |  | | --- | --- | | Adaptability | | |  |  | |