

Wanda Nickels

Event Coordinator

CONTACT INFORMATION

Email: wanda.nickels@example.com

Address: Charlotte, NC

Phone: (704) 555-9876

OBJECTIVE

Highly motivated individual with a background in hospitality management and event planning. Skilled in customer service and team leadership, with a passion for creating memorable experiences for clients and guests. Seeking new opportunities in the hospitality industry to apply my expertise and contribute to the success of a dynamic team.

EXPERIENCE

Charlotte, NC

Event Coordinator

Sparkle Events

- Planned and executed corporate events, weddings, and social gatherings, coordinating logistics and managing vendor relationships.
- Provided exceptional customer service to clients, ensuring their needs were met and expectations exceeded.
- Led a team of event staff, delegating tasks and ensuring smooth execution of events.
- Handled event budgets, expenses, and invoicing, ensuring financial goals were met.

Charlotte, NC

Assistant Manager

Charlotte Cafe

- Managed day-to-day operations of a busy cafe, including staffing, scheduling, and inventory management.
- Provided training and guidance to staff members, fostering a positive work environment and promoting teamwork.
- Resolved customer complaints and issues in a timely and professional manner, ensuring customer satisfaction.
- Assisted with menu planning, marketing initiatives, and special promotions to drive sales and increase customer engagement.

EDUCATION

Charlotte, NC

Bachelor of Arts in Hospitality Management

University of North Carolina at Charlotte

- Specialized coursework in UX/UI design, interactive media, and digital storytelling.

SKILLS

Customer Service

Team Leadership

Time Management

Attention to Detail

Event Planning and Coordination

Communication Skills

Problem-Solving Abilities

CERTIFICATIONS & COURSES

- Certified Event Planner (CEP)
- Food Safety Certification