Seraphina Blythe

Phone: (321) 987-6540

Email: seraphinab@example.com

LinkedIn: linkedin.com/in/seraphinablythe

Summary:

Event Planner with 8+ years of experience coordinating corporate and private events. Exceptional organizational and multitasking abilities.

Experience:

Event Coordinator | Grand Occasions | Jan 2015 - Present

- Planned over 200 events, maintaining a 98% client satisfaction rate.

- Negotiated contracts with vendors, saving an average of $10,000 per event.

- Designed personalized event themes for diverse clients.

Education:

Bachelor of Arts in Hospitality Management | Royal Academy | 2014

- Certification: CMP (Certified Meeting Professional)

Skills:

- Tools: Eventbrite, Cvent, Microsoft Office

- Techniques: Budget Management, Vendor Relations, Event Marketing