

# SHAUNA CARDOSO

123.123.1234 | scardoso@fakemail.com | linkedin.com/scardoso | Beaverton, OR

## SUMMARY

Accomplished event planner with 6 years of experience planning over 70 events. Knowledgeable in many event types including weddings, conferences, marathons, and concerts. Efficient and proactive planner with expertise in keeping events on time, on budget, and aligned with client goals. Skilled at leveraging extensive industry connections to connect clients with the best vendors for their event. Known for exemplary customer service and organization. Led the team that won the Stevie Awards 20XX Customer Service Team of the Year.

## AREAS OF EXPERTISE

### Customer Service & Hospitality

- Coordinate with clients to understand their vision and requirements, translating them into successful event concepts.
- Build long-term relationships with clients, resulting in repeat business, referrals, and a 5-star review on Yelp.

### Event Planning

- Develop detailed timelines, schedules, and checklists to ensure all aspects of the event are meticulously planned and executed.
- Manage event budgets of up to \$200K and negotiate contracts with venues, caterers, entertainment providers, and other vendors to ensure high-quality services within budget.
- Planned and executed over 70 events, ranging from small private gatherings to large-scale conferences and marathons with over 1,000 attendees.
- Maintain strong relationships with a network of reliable vendors, ensuring seamless collaboration and problem-solving.

### Administrative Support

- Create contracts for each event and check in with clients regularly to ensure all parties are up to date on event details, budget estimates, and schedule.
- Supervise teams of staff and volunteers to assist with set up and logistics of event.

### Communication

- Act as the primary point of contact for clients, addressing inquiries, concerns, and special requests promptly and professionally.
- Develop and design promotional materials to promote events, utilizing social media, and other strategies to attract and engage potential attendees.

## WORK EXPERIENCE

Event Planner | Pine Productions | Oregon City, OR | 20XX - Present

Assistant Event Planner & Researcher | Portlandia Events | Portland, OR | 20XX-20XX

Marketing & Scheduling | California Catering | Redding, CA | 20XX-20XX

## EDUCATION

B.A. in Communication | Oregon State University | June 20XX

A.A.S. in Hospitality & Tourism Management | Chemeketa Community College | June 20XX

## AWARDS & RECOGNITION

Customer Service Team of the Year | Stevie Award | 20XX

## TECHNICAL SKILLS

Microsoft Suite Certification, EP Budgeting, Hootsuite, Adobe Suite, Eventbrite