

Kymerlee Stolze

Corporate Event Planner

Profile

I have over 5 years of experience as a corporate event planner. I am highly organized and efficient, with a keen eye for detail. I have successfully planned and executed a wide range of events, from small meetings to large-scale conferences. I am adept at managing all aspects of event planning, including budgeting, vendor management, logistics, and on-site coordination. My interpersonal skills are superb, allowing me to effectively communicate with clients and vendors alike. Above all else, I am passionate about creating memorable events that exceed my clients' expectations

Employment History

Senior Corporate Event Planner at Events by Elle, MS

Mar 2022 - Present

- Successfully planned and executed 50+ corporate events with up to 1,000 attendees.
- Managed budgets of up to \$500,000 for each event.
- Worked closely with clients to understand their needs and objectives for each event.
- Created comprehensive timelines and action plans to ensure all deadlines were met.
- Coordinated with multiple vendors (e.g., catering, décor, audio/visual) to execute the vision for each event.
- Ensured that all events ran smoothly on the day of by being present at each one.

Corporate Event Planner at Party Planners Plus, MS

Jul 2017 - Jan 2022

- Negotiated with vendors to secure discounts and services for corporate events.
- Planned and executed monthly company-wide meetings averaging 300 attendees.
- Organized annual holiday party for 500 employees including booking venue, ordering catering, coordinating with entertainment, and decorating.
- Arranged travel and accommodations for out-of-town guests attending corporate events.
- Managed budget of \$100k per year for all corporate event planning — came in under budget by an average of 10% each year.
- Liaised between executive team members and event venues to ensure all meeting requirements were met.

✉ kymberlee.stolze@gmail.com

☎ (990) 804-7698

📍 1600 Pennsylvania Ave,
Washington, MS 20500

Education

High School Diploma at Jackson State University, MS

Sep 2013 - May 2017

I've learned how to study for and take tests, how to do research, and how to write papers.

Links

[linkedin.com/in/kymberleestolze](https://www.linkedin.com/in/kymberleestolze)

Skills

Event planning

Event management

Budgeting

Contract negotiation

Customer service

Marketing and sales

Languages

English

Indonesian

Hobbies

Organizing events

Making sure everything runs smoothly

Coordinating with different vendors