

CAITY HANAWAY

Event Coordinator

caity.hanaway@gmail.com

(181) 719-6051

3372 Stoney Lonesome Road,
Blacksburg, SC 29702



PROFILE

I am an Event Coordinator with over 3 years of experience in the industry. I have a proven track record of success in coordinating events, and have gained valuable skills in time management, organization, and communication. I am passionate about my work and take pride in ensuring that all details are taken care of so that each event is a success. I am looking for an opportunity to use my skills and knowledge to contribute to the success of your company.

LINKS

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

SKILLS

Event planning



Event management



Budgeting



Marketing and promotion



Contract negotiation



Customer service



Time management



LANGUAGES

English



Arabic



EMPLOYMENT HISTORY

● Event Coordinator at The Charleston Wedding Company, SC

Mar 2022 - Present

- Successfully coordinated and executed 100+ events with up to 500 guests.
- Created efficient event timelines and schedules for all team members while keeping within budget.
- Utilized creative problem solving skills to manage last minute changes or unforeseen issues.
- Maintained strong relationships with venue staff, vendors, and clients leading to repeat business.
- Exceeded expectations by delivering high-quality events that ran smoothly from start to finish.
- Consistently received positive feedback from attendees regarding the overall event experience.

● Assistant Event Coordinator at Events by Danielle, SC

Aug 2019 - Feb 2022

- Successfully planned and executed 10 events with over 200 attendees each.
- Worked with clients to develop event concepts and ensure their vision was met.
- Managed on-site logistics for all events, including set-up, breakdown, AV needs, catering, etc.
- Coordinated with vendors to secure contracts and negotiate pricing.
- Created detailed timelines and budgets for all events that were adhered to successfully.
- Acted as liaison between client and venue staff to ensure a smooth event experience.

EDUCATION

High School Diploma at Dixie High School

Sep 2014 - May 2019

I have learned how to effectively communicate with others, how to manage my time wisely, and how to think critically.

CERTIFICATES

Certified Event Planner (CEP)

Mar 2021

Certified Special Events Professional (CSEP)

Jun 2019