

Eveline Frysinger

Event Manager

Profile

Details

eveline.frysinger@gmail.com

(390) 181-1021

Elm Street, Jackson, MS 39201

I am an experienced event manager with over five years of experience in the industry. I have a proven track record of successfully planning and executing events within budget and on time. I possess excellent organizational, communication, and interpersonal skills which allow me to effectively manage all aspects of an event from start to finish. My strong attention to detail ensures that no detail is overlooked and that all elements are coordinated seamlessly. I am also proficient in various computer programs related to event management including Excel, PowerPoint, and Eventbrite.

Employment History

Event Manager at The Magnolia, MS

May 2022 - Present

- Planned and executed a successful event for 200 guests that included a seated dinner, dancing, and entertainment.
- Negotiated with vendors to get the best possible prices for supplies and services.
- Arranged for transportation and accommodation for all guests.
- Created a detailed schedule and budget for the event.
- Managed a team of volunteers to help with set-up, greeting guests, and clean-up.

Assistant Event Manager at The St. Regis, MS

Sep 2017 - Apr 2022

- Negotiated with vendors to secure discounts and services for upcoming events.
 - Developed creative event concepts that resulted in a 15% increase in attendance.
 - Wrote successful grant proposals that secured \$5,000 in funding for events.
 - Managed logistics for large-scale events with up to 3,000 attendees.
 - Trained and supervised a team of 30 volunteers for a major event.
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Education

High School Diploma at Jackson State University

Sep 2012 - 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/evelinefrysinger](https://www.linkedin.com/in/evelinefrysinger)