

# Kevionna Walston

## Event Planner

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### Profile

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#### Details

[kevionna.walston@gmail.com](mailto:kevionna.walston@gmail.com)

(657) 702-3785

4847 Pioneer Rd, Atlanta, GA 30303

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I have over 3 years of experience as an Event Planner. I am extremely organized and detail-oriented, and have a passion for making events run smoothly and efficiently. I have successfully planned and executed numerous corporate events, weddings, parties, and other special occasions. My strengths lie in my ability to stay calm under pressure, think on my feet, and handle last-minute changes with ease. I am confident that my skills would be a valuable asset to your team.

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### Employment History

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#### Event Planner at A Divine Event, GA

May 2022 - Present

- Successfully planned and executed a corporate event for 300 attendees with 50 speakers and 30 sponsors.
- Managed a team of 12 staff members and 4 volunteers to execute the event flawlessly.
- Created an Event Marketing Plan that increased attendance by 15% from the previous year.
- Decreased costs by 20% through creative budgeting and negotiating with vendors.
- Received positive feedback from 98% of survey respondents about their overall experience at the event.

#### Assistant Event Planner at Events by Design, GA

Jul 2019 - Mar 2022

- Negotiated and booked a hotel room block for an annual conference of 200 attendees, resulting in a savings of \$5,000 for the organization.
  - Planned and executed a successful gala fundraiser event that raised \$20,000 for the organization.
  - Coordinated travel arrangements for 100 out-of-town guests attending a wedding.
  - Arranged transportation and lodging for VIPs during a weeklong business convention.
  - Managed on-site logistics for corporate retreats ranging in size from 30 to 300 attendees.
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### Education

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#### High School Diploma at The University of Georgia, GA

Aug 2014 - May 2019

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

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### Links

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