

Tennessee Amlung

Event Planner

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📍 4121 Maple St, New Orleans, LA
70117

EDUCATION

High School Diploma at Pitzer College, CA

Aug 2015 - May 2019

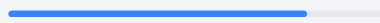
I've learned how to study for and write exams, how to do research, and how to communicate with my peers and teachers.

LINKS

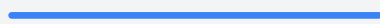
[linkedin.com/in/tennesseeamlung](https://www.linkedin.com/in/tennesseeamlung)

SKILLS

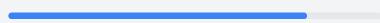
Event planning



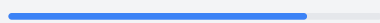
Event management



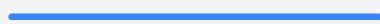
Budgeting



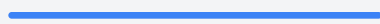
Contract negotiation



Customer service

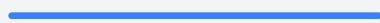


Marketing and sales

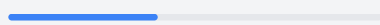


LANGUAGES

English



Japanese



HOBBIES

Organizing

Crafting

Decorating

PROFILE

I am an experienced event planner with over three years of experience in the industry. I have a proven track record of successfully planning and executing events of all sizes, from small parties to large corporate functions. I am extremely organized and detail-oriented, and possess excellent communication skills which are essential for coordinating with clients, vendors, and other stakeholders. In addition, I have a strong sense of budgeting and financial management, which is crucial for ensuring that events are within budget.

EMPLOYMENT HISTORY

● Event Planner at Big Day Events, ID

Mar 2022 - Present

- Planned and executed a corporate event for 1,000 attendees that included a keynote speech, breakout sessions, and networking opportunities.
- Partnered with caterers, venues, decorators, and other vendors to ensure the event ran smoothly and within budget.
- Negotiated discounts with vendors which saved the company \$5,000 on the overall cost of the event.
- Developed creative ways to engage attendees throughout the day which resulted in positive feedback from participants.
- Managed on-site logistics during the event to troubleshoot any issues that arose and maintain an efficient flow of traffic throughout.

● Assistant Event Planner at Blue Sky Events, ID

Jul 2019 - Jan 2022

- Successfully planned and executed 10 events with over 100 attendees each.
- Created memorable experiences for guests by paying attention to detail.
- Worked within budget constraints to stay on target financially.
- Coordinated with vendors to ensure all logistics were taken care of seamlessly.
- Managed a team of 2-3 event planners to execute large scale events.

CERTIFICATES

Certified Event Planner (CEP)

Feb 2021

Certified Wedding and Event Planner (CWED)

Jul 2019

MEMBERSHIPS

American Event Planning Association

National Association for Catering and Events