

Maudine Tooker

Event Planner

✉ maudine.tooker@gmail.com

☎ (239) 609-2054

📍 1234 NW 1st Ave, Portland,
OR 97209

Education

**High School Diploma at Grant
High School, Portland, OR**

Aug 2015 - May 2019

I've learned how to read, write,
and do math.

Links

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

Skills

Event planning

Event management

Budgeting

Contract negotiation

Customer service

Marketing and sales

Languages

English

Bengali

Hobbies

Organizing

Decorating

Crafting

Profile

As an experienced event planner, I have over 3 years of experience in organizing successful events. I have a proven track record in managing all aspects of event planning, from start to finish. I am highly organized and detail-oriented, with excellent problem solving skills. I am also a great communicator and work well under pressure. My goal is always to create a successful and memorable event for my clients.

Employment History

Event Planner at Luxe Events, OR

Apr 2022 - Present

- Successfully planned and executed a conference for 500 attendees with 100 speakers over the course of 3 days.
- Coordinated travel and accommodations for all attendees and speakers.
- Managed on-site registration desk, information booth, and volunteer staff.
- Oversaw set up/break down of event space each day as well as AV equipment needs.
- Worked within a \$50,000 budget to create a memorable experience for all involved.

Assistant Event Planner at Weddings by Design, OR

Aug 2019 - Feb 2022

- Led the planning and execution of a successful corporate event for 2,000 attendees that resulted in 100% positive feedback from guests.
- Demonstrated exceptional organizational skills by creating detailed schedules, managing vendors, and staying within budget which saved the company 20% on overall costs.
- Increased efficiency and decreased stress levels of lead planner by taking on additional responsibilities such as researching venues and organizing hotel blocks.
- Exceeded expectations by developing creative solutions to logistical problems that arose last minute without disrupting event flow or guest experience.
- Played an integral role in pre-event promotion which helped increase attendance by 15% over previous year's event.

Certificates

Certified Event Planner (CEP)

Feb 2021

Certified Wedding and Event Planner (CWED)

Apr 2019

Memberships

American Event Planning Association

National Association for Catering and Events