

Reneka Sansosti

Event Planner

Profile

Employment History

Education

Links

Details

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W 5th St, Tempe, AZ 85281

I have over 5 years of experience in event planning and coordination. I have a proven track record of successful events, both large and small scale. I am an expert at managing all aspects of an event, from start to finish. I am highly organized and detail-oriented, with a strong focus on customer satisfaction. I am passionate about creating memorable experiences for my clients and their guests.

Event Planner at Bashful Planning, AZ

May 2022 - Present

- Organized a conference for 200 attendees that resulted in \$15,000 in revenue.
- Planned a corporate holiday party for 500 employees that was under budget by \$5,000.
- Arranged travel and accommodations for a VIP clientele of 100 people.
- Negotiated discounts with vendors that saved the company \$10,000 on event costs.
- Managed a team of 5 event coordinators and successfully executed 25 events.

Assistant Event Planner at The Social Butterfly Gala, AZ

Jul 2017 - Mar 2022

- Successfully planned and executed 10 events with 100+ attendees each.
 - Coordinated all aspects of event planning, including budgeting, vendor management, logistics, and on-site execution.
 - Created detailed event timelines and checklists to ensure smooth execution and adherence to deadlines.
 - Developed positive relationships with clients and vendors to ensure repeat business and referrals.
 - Managed a team of 2-3 event staff members to help with set-up, tear-down, registration, hospitality, etc.
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High School Diploma at Pinnacle High School, AZ

Sep 2012 - May 2017

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

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