

Giovanna Muenchow

Party Planner

Profile

Over three years of experience in party planning and execution, with a proven ability to manage all aspects of successful events. I have a reputation for being organized and detail-oriented, with a keen eye for aesthetics. I am confident working independently or as part of a team, and thrive under pressure. My goal is always to create an unforgettable event that exceeds my client's expectations.

Employment History

Party Planner at Bella Events, TN

Jun 2022 - Present

- Planned and executed 50th birthday party for client, including booking venue, hiring staff, managing budget of \$5,000.
- Planned and executed corporate holiday party for 200 employees, including finding appropriate venue, coordinating with caterer and decorator.
- Successfully organized a conference for 100 attendees which included scheduling keynote speakers, breakout sessions & working with the hotel to ensure all accommodations were met.
- Arranged travel and accommodation for VIP guests attending wedding overseas.
- Managed team of 4 assistant planners in executing weddings averaging 150 guests.

Assistant Party Planner at Nashville Event Planning, TN

Aug 2019 - May 2022

- Successfully organized and executed three company parties for 200+ employees with positive feedback from attendees.
- Created party planning timeline and budget that was under the allocated amount, allowing for additional event expenses.
- Worked closely with Event Coordinator to secure all necessary party rentals including furniture, linens, glassware, etc.
- Coordinated food and beverage catering services as well as music entertainment for each event.
- Managed on-site set up and take down of all decor elements at each party location.

Education

High School Diploma at Central High School, TN

Sep 2014 - May 2019

Some of the skills I've learned are time management, organization, and how to study effectively.

Certificates

Certified Event Planner (CEP)

Dec 2020

Certified Wedding and Event Planner (CWED)

Mar 2019

Details

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Links

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Skills

Event planning

Budgeting

Contract negotiation

Customer service

Marketing and advertising

People skills

Organizational skills

Languages

English

Urdu

Hobbies

Organizing social events

Making people laugh

Dancing