
EVENT COORDINATOR ASSISTANT RESUME

Objective:

To obtain an Event Coordinator Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Familiarity with sales and events marketing and coordination
- Great skills of project management
- Strong computer and internet research skills
- Strong analytical and effective decision-making skills
- Excellent time management skills
- Ability to work well under pressure while maintaining a professional attitude
- Ability to manage multiple projects simultaneously

Work Experience:

Event Coordinator Assistant
University of Arizona, San Francisco, CA
August 2005 to till date

- Estimated, organized and created proposals, contracts and billing wrap-ups.
- Met timelines and deadlines related to events.
- Developed marketing materials to support sales efforts
- Assisted with daily operations and activities of program.
- Assisted in preparation of proposal for funding and funding continuation.
- Managed logistics, equipment needs, scheduling and participant communications.

Event Coordinator Assistant
Youth Policy Institute, San Francisco, CA
May 2000 to July 2005

- Prepared records on program activities and progress, status.
- Recruited program participants and volunteers.
- Maintained contact with clients via telephone and written correspondence.
- Ensured all program recaps, results and budget updates in a timely manner.

Education:

Associate Degree in Business Administration
Duke University, Durham, NC

[Build your Resume Now](#)