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## Event Decorator Resume

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### Job Objective

Seeking a challenging position as a Event Decorator where my skills and knowledge will add value to organization.

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### Highlights of Qualifications:

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- Highly experienced in event planning, decoration and management activities
  - Sound knowledge of interior designing, wedding industry, and floral styles
  - Immense knowledge of client needs assessments and customer service techniques
  - Familiarity with using Microsoft Office software programs
  - Ability to meet all specified work-related targets and client's expectations, successfully
  - Ability to prioritize, handle, and complete all assigned tasks, on time
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### Professional Experience:

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Event Decorator  
SAGE Event Management, Inc., Clinton (Hunterdon), NJ  
August 2012 – Present

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### Responsibilities:

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- Discussed with clients and determined the flowers and décor requirements.
- Booked, setup, and decorated the venue of the assigned event, in a timely manner.
- Prepared and maintained floral arrangements as per customer's requests.
- Oversaw and managed decoration of the event venue, in a cost-effective manner.
- Built and maintained profitable relationships with event designers and suppliers.
- Obtained and maintained information about latest styles and trends in floral design.

Event Decorator  
Total Party LLC, Clinton (Hunterdon), NJ  
May 2009 – July 2012

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### Responsibilities:

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- Attended meetings with clients and determined their specific needs related to events.
  - Planned events and prepared event themes, in an effective manner.
  - Advertised and coordinated all clients' events and maintained event calendar for the same.
  - Selected, procured, and arranged all decorative items, equipments and other supplies as needed.
  - Supported and assisted in marketing research initiatives, as required.
  - Ensured proper seating arrangement and maintained setting up of special decorations.
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### Education:

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Bachelor's Degree in Hospitality  
Saint Edward's University, Austin, TX

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