
Event Director Resume

Job Objective

Position as Event Director at the organization in order to increase the positive track record of the organization.

Highlights of Qualifications:

- Outstanding experience in Event management
 - Skilled in conducting big events and parties and budgeting
 - Proficient with Word, Access, Excel, Outlook, PowerPoint, database systems, and internet
 - Familiarity with Audio, Video, and Office equipment and maintenance
 - Sound knowledge in menu planning and food presentation
 - Strong project management and organizational skills
 - Excellent communication and interpersonal skills
 - Ability to envision and create new approaches and best practices to current and future event programs
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Professional Experience:

Event Director, August 2005 – Present
Make Holding LLC, Pasadena, CA

- Designed and created individualized events including creatively arranging catering, decorations and musical selections.
- Assisted with travel arrangements.
- Overseen the logistics for special events.
- Managed facility selection, contracted negotiations.
- Managed food and beverage selections and arranged audio and visual service.

Event Director, May 2000 – July 2005
ClubCorp, Pasadena, CA

- Planned, implemented, and attended events.
 - Maintained efficient record-keeping systems, including databases.
 - Supervised office staff to achieve event goals.
 - Overseen and developed event revenue goals for existing and new events.
 - Managed facility selection, contracted negotiations.
 - Managed food and beverage selections and arranged audio and visual service.
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Education:

Bachelor's Degree in Business Administration, Walla Walla University, College Place, WA

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