
Event Volunteer Resume

Job Objective

Seeking work as Event Volunteer in your organization where I can fully utilize my passion to serve.

Highlights of Qualifications:

- Wide experience in volunteering public events
 - Sound knowledge of event management techniques
 - Familiarity with customer service operations
 - Strong knowledge of hospitality and wedding industries
 - Skilled in preparing proposals and promotional materials
 - Ability to follow appropriate dress codes for events
 - Ability to work with people from diverse cultures
 - Ability to develop promotional materials and proposals for donations
 - Ability to work in frequently changing work environment
-

Professional Experience:

Event Volunteer

Harden HealthCare, LLC, Weekiwachee Spgs., FL

August 2007 – Present

- Worked with clients to discuss about event sites, schedules and plan.
- Prepared seating arrangements as per client's needs.
- Assisted in setting tables and chairs.
- Ensured that event hall was maintained clean and safe.
- Assisted guests with directions and any other questions.
- Coordinated with vendors in setting up décor items.
- Ensured bar area was kept organized.

Event Volunteer

Overland Park Regional Medical Center, Weekiwachee Spgs., FL

May 2004 – July 2007

- Participated in special events planning sessions.
 - Assisted in volunteer recruitment and training activities.
 - Maintained complete records of all events.
 - Provided support in promotional activities.
 - Performed cold calls to clients.
-

Education:

Bachelor's Degree in Social Work

Texas Chiropractic College, Pasadena, TX

[Build your Resume Now](#)