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## Function Coordinator Resume

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### Job Objective

To obtain a Function Coordinator position in a company that will allow me to grow with the company.

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### Work Experience:

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Function Coordinator, August 2005 – Present  
Grave, Inc., Salisbury, MD

- Coordinated event planning and recommended suggestions to make sure that the request can be met.
- Negotiated the type and costs of services to be provided, within a budget.
- Consulted with management to make sure adequate staff members are roistered for duty and with catering staff to plan the menu.
- Organized the venue and made sure that it is appropriately set up, with regard to seating and decor.
- Coordinated with caterers and transport service providers.
- Coordinated staff and ensured timely and proper management of program events, for example, the serving of food and refreshments.

Function Coordinator, May 2000 – July 2005  
Clouds Corporation, Salisbury, MD

- Followed up with the client for evaluation and payment of service provided.
  - Collected and analyzed data associated with projects undertaken, and reported on project outcomes.
  - Resolved problems concerning services and programs provided.
  - Recommended suggestions and advised senior management on various matters.
  - Reviewed and developed administrative systems and procedures.
  - Overseen work by contractors and reported on variations to work orders.
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### Summary of Qualifications:

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- Strong accomplished experience in Event Management
  - Ability to plan successful events from start to finish
  - Excellent organizational and communication skills
  - Good interpersonal and supervisory skills
  - Superior grooming and presentation skills
  - Amazing ability to negotiate, organize, delegate and work under pressure
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### Education:

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Bachelor's Degree in Event Management, Gwynedd Mercy College, Pennsylvania, PA

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