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## Meeting Coordinator Resume

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### Job Objective

Seeking to join a reputed organization as a Meeting Coordinator to deliver the best of my professional ability.

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### Highlights of Qualifications:

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- Wide experience in principles of event planning
  - Good knowledge of conference facilities and devices
  - Profound knowledge of accounting standards and cost control processes
  - Thorough understanding of meeting room software
  - Extreme ability to understand housing applications
  - Sound ability to execute contractual arrangements
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### Professional Experience:

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Meeting Coordinator  
WilmerHale, Alexander City, AL  
August 2012 – Present

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### Responsibilities:

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- Prepared event registration lists and evaluated online registration procedures.
- Assisted hotel staff with all registered attendees.
- Supported confirmation packages and documented final attendance records.
- Participated in meeting planner tasks including agenda preparation.
- Implemented event bookings and represented in onsite events.
- Maintained training materials and prepared site visit plans.

Meeting Coordinator  
Randstad Technologies, Alexander City, AL  
May 2009 – July 2012

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### Responsibilities:

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- Evaluated staging activities and prepared marketing plans.
  - Provided guidance in sponsorships and logistical requirements.
  - Created promotional materials in coordination with communications department.
  - Formulated requirements for logistics and attendees.
  - Managed needs for technology, equipments and facilities.
  - Assisted in onsite coordination for all assigned events.
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### Education:

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Master's Degree in Event Planning  
Adams State College, Alamosa, CO

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