

# DONNA WHITE

Event Planner

## INFO

### ADDRESS

143 Main Ave, Orlando, FL,  
32804, United States

### PHONE

890-555-0401

### EMAIL

example@email.com

## SKILLS

Scheduling

Budget Administration

Event Planning

Supplier & Vendor Manage...

Event Logistics

Client Relationships

## PROFILE

Detailed and creative Event Planner with 6 years of experience planning and hosting events in both private and corporate sectors. Expertise includes corporate meetings and employee trainings, as well as charity events and fundraisers.

## EMPLOYMENT HISTORY

### Event Planner, JP Morgan Chase

Orlando, Florida

Apr 2015 – Present

JP Morgan Chase is an American multinational investment bank and financial services holding company. As an Event Planner, worked on the Meeting & Event Management team which was responsible for facilitating complex employee and client programs. Core activities included:

- Planning events, ranging from 10 to 500 people, that ranged in complexity
- Preparing, managing, and reconciling event budgets
- Leading and coordinated the efforts of cross-functional teams to prepare for an event
- Maintaining relationships with vendors and suppliers
- Managing all event aspects, including logistics, registration, F&B, activities, and marketing

### Event Planner, Valencia Community College

Orlando, Florida

Apr 2013 – Apr 2015

Valencia Community College is a public state college that offers a variety of liberal arts degrees. As an Event Planner, reported to the Director of Events and Planning and was responsible for coordinating a wide range of on campus and off-campus events. Core activities included:

- Preparing all event documents and material, including agendas, name tags, seating cards, and binders
- Sourcing vendors and suppliers for A/V, F&B, and marketing
- Providing on-site event support
- Conducting post-event evaluations

## **Founder & Event Planner, Jordan & Jordan Events**

Orlando

Apr 2010 – Apr 2013

Jordan & Jordan Events specializes in organizing and hosting charity and fundraising events for private, public, and non-profit organizations. As an Event Planner, was responsible for coordinating events from ideation through execution. Core activities included:

- Conducting preliminary meetings with clients to discover the requirements for their event
- Fostering relationships with a wide-variety of vendors and suppliers
- Planning and managing all facets of an event, including logistics, scheduling, fundraising, budgeting, and execution