



Donna White, Event Planner

ORLANDO, FL, 32804, UNITED STATES · 890-555-0401

DETAILS

143 Main Ave
Orlando, FL, 32804,
United States
890-555-0401
example@email.com

DATE / PLACE OF BIRTH

05/10/1983
Orlando, FL

NATIONALITY

USA

DRIVING LICENSE

Full

SKILLS

Scheduling
Budget Administration
Event Planning
Supplier & Vendor
Management
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

Apr 2015 – Present, Orlando, Florida

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

Apr 2013 – Apr 2015, Orlando, Florida

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

Apr 2010 – Apr 2013, Orlando

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