



# SHERRI PRICE

Event Coordinator

## DETAILS

### Contact

1515 Pacific Ave, Los Angeles, CA 90291, United States  
[email@email.com](mailto:email@email.com)  
3868683442

### Driving license

Full

### Place of birth

San Antonio

## PROFILE

*Practical Event Coordinator with 5+ years experience in organizing large-scale events from design through to fruitful execution. Skilled at motivating large revenue gains and substantial expense savings through efficient budget management and vendor negotiation. Influential in meeting tight deadlines and directing high-quality events.*

## EMPLOYMENT HISTORY

### Event Coordinator, Bright Event Rentals, Florida

JANUARY 2016 – JUNE 2021

*Coordinated and successfully organized an extensive variety of events for Fortune 500 clients, including conferences, fundraisers, shareholder meetings, and luncheons.*

- Recommended efficient layouts for events and coordinated all staff management, internal/ external communication functions, event logistics, and the event life cycle.
- Managed and coordinated 160+ events per year, accomplishing punctual and under-budget execution with 98%+ client satisfaction
- Communicated with clients, vendors, staff, and city officials to keep customer loyalty and successfully organized events at the internal and external levels.
- Collaborated with the fire department to obtain all suitable building and fire protection permits.

### Event Coordinator, Classic Party Rentals, Biloxi

JUNE 2021 – JUNE 2021

*Provided organization and aid for arranging 120+ events per year, including catering, handling location permits, decor, and logistics.*

- Designed invitations and promotional materials, organized floor plans and booked proposals and all logistics functions.
- Increased income by over 57% by sourcing possible vendors and obtaining cost-efficient contracts.
- Organized and directed all transportation, registration, and hotel accommodations, ensuring the smooth execution of every event activity.

## EDUCATION

### A in Hotel & Event Management, University of New York, Brooklyn

JANUARY 2020 – JUNE 2021

- Public Relations
- Invoicing and Finance
- Sales and Marketing

- Microsoft Office
- Social Media Promotion

## LINKS

[LinkedIn](#) [Pinterest](#) [Resume Templates](#) [Build this template](#)

## SKILLS

Customer relationship management (CRM) software (Oracle Marketing Cloud and Raiser's Edge)

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Sales and marketing

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Fundraising

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Social media promotion

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Visual design

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## COURSES

**Business Management, Hospitality & Tourism Certificate, Udemy Online**

JUNE 2021 – JUNE 2021

**Diploma in Wedding Coordination & Planning, Events and Entertainment Association of Orange Country**

JUNE 2021 – JUNE 2021

## ACHIEVEMENTS

- Principle Rep. and head liaison for allocated fortune 500 corporate events with a minimum contract of \$29,000+.
- Accountable for overseeing corporate events budgeted up to \$3M, including entertainment, airport transportation, stage and lighting set, restaurant buyouts, and décor.
- Organized and facilitated, on average, four events per month within cities over the whole country.
- Designed, planned, and directed the execution of social, corporate, and private events budgeted at \$260k on average (holiday events, meetings, birthday parties, weddings, Mitzvahs) for respected clients in groups from 10-400.

## HOBBIES

Running, Cycling, Swimming

## LANGUAGES

English

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French

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