

Annie A. Alumna

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SUMMARY:

- Creative Event Planner and Coordinator for non-profit organizations.
- Collaborative working and decision making style with stake holders.
- Proven track record of executing successful events exceeding fund raising goals.
- Highly skilled at developing and maintaining relationships with vendors.
- Coordinate and manage activities driven by the organization's mission.
- Strong ability to lead and organize volunteers.

EXPERIENCE:

Special Event Planner, Humane Society Silicon Valley, Milpitas, CA 200x-present

- Managed all holiday drives to increase pet adoptions to well screened families.
- Initiated and planned a formal fund raising dinner that increased donations by 10% over the previous year.
- Coordinated caterers and suppliers for all events, and negotiated the best deals.
- Directed volunteers at special adoption events.
- Generated reports for the Executive Director on event results.

Event Coordinator, ABC Agency for Women and Children, San Jose, CA 20xx-20xx

- Implemented plans for quarterly meetings with local merchants that resulted in new opportunities for women at the shelter.
- Collaborated with school districts to find tutoring for the resident children.
- Organized fund raising auctions, which grew 20% each year, becoming a major source of revenue for the organization.

Marketing Intern, Gap Inc., San Francisco, CA 20xx

- Collaborated with the marketing team and 6 other interns to organize, manage, and kick-off a promotional event handling every detail from start to finish.
- Worked with a small team to identify the look and feel of the event, identify venues, determine catering, give-away prizes and more.
- Worked long hours ensuring all details were attended too and the event ran smoothly.
- Received recognition from management team for going above and beyond.

Administrative Assistant, Santa Clara University, Santa Clara, CA 20xx-20xx

- Answered questions and provided information to prospective students.
- Developed strong communication skills interacting with parents and students.
- Supported the Dean with various office activities such as answering phones, filing, and maintaining a calendar.

EDUCATION:

Santa Clara University, Santa Clara, CA, BA in English June 20xx

OTHER:

Bilingual, English and Spanish
Active member of Santa Clara University Alumni Association