

# PAULA PLANNING

Fort Collins, CO | 970-333-XXXX

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## EVENT PLANNING PROFILE

- ✓ Skilled event planner with 3+ years of client service experience and strong communication skills.
- ✓ Diversified experience in event coordination, public relations, client service, sales, and catering.
- ✓ Experienced writer – published contributor to local magazine and creator of weekly restaurant blog.
- ✓ Unique combined education in marketing and management.
- ✓ Proven leader – captain of CSU Division I Volleyball Team and Management Club President.

### Marketing Technology & Platforms

Adobe Creative Suite | WordPress | Squarespace | Social Media: Instagram, TikTok, Facebook, Twitter

## EDUCATION

COLORADO STATE UNIVERSITY, Fort Collins, CO May 20XX  
Bachelor of Science in Business Administration GPA 3.6  
Dual Concentrations: **Marketing and Organization & Innovation Management**  
Certificate in Entrepreneurship | University Honors Program Scholar

## EVENT PLANNING EXPERIENCE

CSU ASAP SPECIAL EVENTS, Fort Collins, CO September 20XX-Present  
**Event Volunteer**

- Recruited 6 new special guests which resulted in an average increase in attendance from prior year by 10%
- Coordinate events on campus with 450+ attendees

NEW MANHATTAN HOTELS, Slow Rapids, UT May 20XX-August 20XX  
**Catering Assistant**

- Organized and supported 30+ events which resulted in average ratings of 4.7/5 by attendees
- Arranged food and beverage services for more than 1,000 clients, achieving less than a 10% food waste
- Worked 50+ hours on a weekly basis with strong work ethic

KAPPA KAPPA GAMMA, Colorado State University, Fort Collins, CO May 20XX-August 20XX  
**Professional Development Chair**

- Arranged 13 guest speakers for monthly meetings – contributed to 8% increase in meeting attendance
- Organized monthly events to capture areas of interest of members
- Surveyed members to identify areas of interest for meetings

## ADDITIONAL RELEVANT EXPERIENCE

**Vignette Writer**, TRUE TO US MAGAZINE, Greeley, CO March 20XX-Present  

- Rated #1 writer out of 20 by publishing over 59 vignettes over the period of 12 months
- Met 100% vignette deadlines during tenure with magazine

**Blogger**, BEYOND THE OVAL, Fort Collins, CO January 20XX-May 20XX  

- Authored a weekly blog about restaurant deals near downtown
- Increased page views of blog by 25%

**Nanny**, SMITH FAMILY, Slow Rapids, UT June 20XX-January 20XX  

- Planned 3 daily activities for 2 children under the age of 5 to foster social skills

## LEADERSHIP

**Marketing Club - President** | **CEO Club - Member** | **CSU Women's Volleyball Team - Captain**