



Emily Johnson

Event Coordinator

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📄 emilyjohnson.com/portfolio

Skills

- Event Planning
- Vendor Management
- Team Leadership
- Time Management
- Budgeting
- Communication
- Problem-Solving

Languages

English Native
Spanish Fluent

Education

Bachelor's Degree Jun 2015
University of California, Los Angeles
Los Angeles, CA
Hospitality Management 3.5

Certificates

Certified Event Planner (CEP)
Jan 2018
International Live Events Association (ILEA)

Summary

Results-driven Event Coordinator with 5+ years of experience in planning and executing high-profile events, conferences, and weddings in the Food Service Worker field. Proven track record of delivering events on time, within budget, and exceeding client expectations. Skilled in event design, vendor management, and team leadership.

Experience

Senior Event Coordinator Jan 2018 - Present
Gourmet Events Inc. New York, NY

Planned and executed 50+ events annually, including corporate conferences, weddings, and social gatherings, with a total budget of \$1.5M.

- Coordinated with vendors, caterers, and audio-visual technicians to ensure seamless event execution.
- Managed event timelines, budgets, and logistical arrangements, resulting in a 25% increase in client satisfaction.
- Led a team of 5 event coordinators, providing guidance and support to ensure successful event delivery.
- Collaborated with clients to understand their vision and preferences, delivering tailored events that exceeded expectations.

Event Coordinator Jun 2015 - Dec 2017
Catering Services LLC Los Angeles, CA

Assisted in planning and executing 20+ events per year, including weddings, birthday parties, and corporate events, with a total budget of \$500K.

- Coordinated event logistics, including venue selection, catering, and decorations.
- Communicated with clients to confirm event details, managed RSVPs, and ensured timely event execution.
- Assisted in managing event budgets, resulting in a 15% reduction in costs without compromising event quality.
- Collaborated with the sales team to generate new business leads and increase event bookings by 20%.

Demonstrated expertise in event planning, execution, and management.