Nicole Sato

EVENT PLANNER

Charlotte, NC (704) 555-0188 nicole.sato@email.com linkedin.com/in/nicolesato

SUMMARY

Certified Meeting Professional with 7 years of event planning for corporate meetings, galas and incentive trips in Charlotte. Plans 30+ events a year with budgets up to $400K, sources venues and negotiates hotel contracts, and runs project management across overlapping programs. Presents proposals and post-event results to clients in PowerPoint.

SKILLS

Event Planning • Project Management • Venue Sourcing • Contract Negotiation • Budget Management
Banquet Event Orders • Excel • PowerPoint • Outlook • Time Management

EXPERIENCE

Event Planner

02/2022 - Present

Queen City Event Co.

Charlotte, NC

Planner for corporate meetings, galas and incentive trips at a 12-person planning firm.

- Plan 30+ corporate events a year with budgets from $20K to **$400K**, including 3-day sales kickoffs.
- Source venues and negotiate hotel contracts, cutting attrition and F&B minimums by an average of 18%.
- Manage project management timelines in Excel, meeting every deadline across 6 overlapping events in Q4 2025.
- Present PowerPoint proposals and post-event reports to clients, renewing 9 of 10 corporate accounts.

Event Coordinator

05/2019 - 01/2022

Tryon Street Hotel & Conference Center

Charlotte, NC

Coordinator for meetings and weddings in 14,000 sq ft of hotel function space.

- Coordinated 120+ meetings and weddings a year across 9 function rooms.
- Wrote banquet event orders and room diagrams for every event, with zero setup errors in 2021.
- Handled client communication in Outlook from signed contract to final guest count.
- Sold AV and bar package upgrades, adding $85K in revenue in 2021.

EDUCATION

Bachelor of Science

05/2019

Appalachian State University

Boone, NC

Hospitality and Tourism Management

CERTIFICATES

Certified Meeting Professional (CMP)

Events Industry Council

06/2023