EMMA CALDWELL

EVENTS INTERN

CONTACT

emma.caldwell@email.com

(617) 555-0153

Boston, MA

linkedin.com/in/emmacaldwell

SKILLS

- Event Planning
- Event Logistics
- Registration
- Excel
- Word
- PowerPoint
- Outlook
- Canva
- Organizational Skills
- Written and Verbal Communication Skills

EDUCATION

Bachelor of Science

05/2027

Boston University

Boston, MA

Hospitality Administration

CERTIFICATES

Microsoft Office Specialist: Excel Associate

04/2026

Certiport

SUMMARY

Hospitality student at Boston University graduating in 05/2027, with 2 years of event work across 40+ weddings and galas and a corporate events internship. Tracks registration, builds run-of-show documents and seating charts in Word and Excel, and handles event logistics on site. Highly organized and calm during load-in.

EXPERIENCE

Events Intern

06/2026 - Present

Back Bay Conference Group — Boston, MA

Part-time internship with a corporate conference and meetings agency.

- Build run-of-show documents in Word and seating charts in Excel for 6 corporate events of 80–400 guests.
- Track registration for a **350**-person client summit, sending Outlook reminders that lifted attendance to 91%.
- Design PowerPoint sponsor slides and onsite signage in Canva, meeting all 12 print deadlines this fall.
- Coordinate event logistics on site, checking in guests and directing 4 vendors at load-in.

Event Staff

09/2024 - 05/2026

Harbor Point Catering & Events — Boston, MA

Part-time event staff for a caterer serving weddings, galas and corporate dinners.

- Staffed 40+ weddings and galas as server and setup crew, at events of up to 250 guests.
- Set tables, linens and AV for ceremonies, finishing setup before call time at 95% of events.
- Resolved guest requests during service and flagged issues to the captain, earning 3 written client thank-yous.
- Trained 5 new event staff on table settings and the venue's load-in routine.