

KATIE JOBSEEKER

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Columbus, OH 43055

Phone: 610-555-1234
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- **Recent graduate with a strong background in event coordination and management** ▪
- **Recognized as a versatile asset with exceptional planning, organization, and administrative skill** ▪
- **Proven ability to establish and maintain strategic relationships with key internal and external partners** ▪

Creative and dynamic professional with experience in all aspects of successful event planning, development, and execution for both non-profit organizations and private clients. Excel in managing multiple projects concurrently with strong detail, problem-solving, and follow-through. Superb written communications, interpersonal, and presentation skills. Proficient in Microsoft Word, Excel, Powerpoint, Outlook, and Publisher; D3000; Summation Databases.

CORE COMPETENCIES

SPECIAL EVENTS COORDINATION

- Participated on the Special Events Committee at the Greater Columbus Sports Commission, assisting with the development and coordination of a broad range of events and activities held throughout the year.
- Organized the hospitality functions for several past events and have been charged with leading hospitality operations for a large upcoming event to ensure that all members of the media have access to food and drinks.
- Assisted a local wedding planner by coordinating budgets, catering, transportation, event security, photography, and vendor management, covering all details to ensure a smooth, stress-free day for the wedding party.

GENERAL OFFICE ADMINISTRATION

- Served as the administrative “hub” of the Greater Columbus Sports Commission, working closely with clients, board members, vendors, and other personnel to drive productivity and efficiency in daily operations.
- Streamlined multiple administrative processes, including development of a new filing and organizing system, consolidation of the customer / vendor contact list, and expansion of the annual summer internship program.

CORPORATE COMMUNICATIONS

- Utilized exceptional creativity and writing skills to create an extensive freelance portfolio; worked with a broad range of clients to develop company brochures, informational pamphlets, and executive biographies.
- Worked in various research and analysis capacities for two law firms; specialized in preparing written analyses of classified documents for summarization purposes, writing abstracts, and composing office correspondence.

EMPLOYMENT HISTORY

Office Manager – Greater Columbus Sports Commission, Columbus, OH (2007-Present)

Event Coordinator – Bobbie Izeman Wedding Consulting, Columbus, OH (2006-Present)

Writing and Editing Specialist – Self-Employed Freelancer, Pataskala, OH (2006-Present)

Corporate Litigation Project Assistant – Vorys, Sater, Seymour, and Pease, LLP – Columbus, OH (2006-2007)

ACADEMIC BACKGROUND

Bachelor of Art/Science in English and Pre-Law (2006) – OHIO UNIVERSITY, Athens, OH

PROFESSIONAL & COMMUNITY AFFILIATIONS

Active Member, International Special Events Society

Active Member, Public Relations Society of America

Volunteer, Capitol Area Humane Society