



SHAWN WHITE

Event Coordinator

Brooklyn, NY 11211
shawn.white@email.com
(718) 555-7733
LinkedIn | Portfolio

Event coordinator with five years of experience planning and executing conferences, fundraisers, and corporate events. Adept at vendor management, budget tracking, and onsite logistics. Delivers seamless, engaging experiences that consistently exceed attendance and satisfaction goals.

Professional Experience

Event Coordinator *Sterling Event Group | New York, NY | January 2021 - Present*

- Planned 25+ events annually with budgets ranging from \$15,000 to \$250,000, achieving 96% client satisfaction scores
- Negotiated venue and vendor contracts, reducing average event costs by 18% without compromising quality
- Introduced event management software that cut planning time by 35% across the team






Event Assistant *Ivy + Finch Productions | New York, NY | June 2018 - December 2020*

- Supported planning of weddings, galas, and product launches for 100–500 guests
- Coordinated vendor timelines and floor plans, helping events run within schedule 90% of the time
- Created digital signage and printed programs that improved guest flow and branding consistency

Education

Bachelor of Arts (B.A.) Hospitality and Event Management
New York University, New York, NY | May 2018

Key Skills

-  Budget coordination
-  Client communication
-  Contract negotiation
-  Event logistics
-  Vendor management

Certifications

Certified Meeting Professional (CMP)
Events Industry Council | 2021