

# Charlene Astrup

Events Assistant

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📍 123 Oak Street, Portland, OR 97212

## EDUCATION

### Associate of Applied Science in Event Management at Portland Community College, Portland, OR

Sep 2018 - May 2022

Relevant Coursework: Event Planning, Hospitality Management, Marketing and Promotions, Budgeting and Finance, Venue Selection, Event Design, Catering Management, and Event Risk Management.

## LINKS

[linkedin.com/in/charleneastrup](https://www.linkedin.com/in/charleneastrup)

## SKILLS

Time-management

Multitasking

Budgeting

Negotiation

Microsoft Excel

Adobe Photoshop

Social Media

## LANGUAGES

English

French

## HOBBIES

Photography

Scrapbooking

Gardening

## PROFILE

Dedicated Events Assistant with 1 year of experience, skilled in coordinating logistics, managing event registrations, and providing exceptional customer service. Proficient in using digital marketing tools to promote events and monitor attendee satisfaction. A strong team player with excellent communication and organizational abilities, committed to delivering successful events that exceed expectations.

## EMPLOYMENT HISTORY

### ● Events Assistant at Oregon Event Enterprises, OR

May 2023 - Present

- Successfully coordinated and executed over 100 events in a single year, including corporate events, trade shows, and conferences, resulting in a 30% increase in company revenue compared to the previous year.
- Streamlined the event planning process by implementing a new project management software, reducing the average time spent on event preparation by 20% and increasing overall team efficiency.
- Negotiated contracts with over 50 vendors and suppliers, securing discounts and favorable terms that saved the company an estimated \$50,000 annually.
- Played a key role in organizing the annual Oregon Event Expo, attracting over 5,000 attendees and generating \$250,000 in ticket sales, a 15% increase from the previous year.

### ● Events Coordinator at Eventurous Occasions, OR

Sep 2022 - Mar 2023

- Successfully coordinated and executed over 150 events in a single year, resulting in a 25% increase in overall company revenue for Eventurous Occasions.
- Managed a team of 10 event staff, leading to a 95% satisfaction rate from clients and a 30% reduction in operational costs.
- Developed and implemented a new vendor partnership program, which expanded the company's network by 50+ vendors and increased event service offerings by 20%.

## CERTIFICATES

### Certified Meeting Professional (CMP)

May 2022

### Certified Event Planner (CEP)

Mar 2021

## MEMBERSHIPS

International Live Events Association (ILEA)

Professional Convention Management Association (PCMA)