

Ahsha Nancy

Organizer

✉ ahsha.nancy@gmail.com

☎ (757) 957-2616

📍 123 Maple Street, Columbus, OH 43215

EDUCATION

Bachelor of Arts in Organizational Management at Miami University, Oxford, OH

Sep 2017 - May 2022

Relevant Coursework: Organizational Behavior, Human Resource Management, Business Ethics, Leadership and Management, Strategic Planning, Financial Management, Marketing, Operations Management, Project Management, and Business Communications.

LINKS

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

SKILLS

Time-management

Delegation

Prioritization

Communication

Problem-solving

Adaptability

Negotiation

LANGUAGES

English

Portuguese

HOBBIES

PROFILE

Detail-oriented and driven Organizer with 1 year of experience in effectively coordinating events, managing schedules, and handling logistics. Adept at leading teams, streamlining processes, and ensuring seamless execution of tasks. Strong problem-solving skills, excellent communication abilities, and a passion for creating well-organized environments.

EMPLOYMENT HISTORY

● Organizer at Columbus Party Planners, OH

Mar 2023 - Present

- Successfully coordinated and executed over 100 events in a single year, resulting in a 30% increase in annual revenue for Columbus Party Planners.
- Streamlined the event planning process by implementing a new project management system, leading to a 25% reduction in planning time and a 15% increase in overall client satisfaction ratings.
- Expanded the company's clientele by forming partnerships with 10 local businesses and securing long-term contracts, contributing to a 20% growth in market share within the Columbus area.

● Assistant Organizer at Cleveland Event Solutions, OH

Sep 2022 - Jan 2023

- Successfully coordinated and executed over 100 events within one year, resulting in a 30% increase in overall client satisfaction and a 25% growth in annual revenue for Cleveland Event Solutions.
- Streamlined event planning processes by implementing a new project management system, leading to a 40% reduction in planning time and a 20% increase in team productivity.
- Developed and maintained relationships with over 50 local vendors, securing exclusive discounts and partnerships that saved Cleveland Event Solutions an average of 15% on event costs and contributed to a 35% increase in referral business.

CERTIFICATES

Certified Professional Organizer (CPO)

Apr 2022

International Association of Professions Career College Event Planner Certificate

Jul 2020

MEMBERSHIPS

International Association of Professional Organizers (IAPO)

National Association of Productivity and Organizing Professionals (NAPO)