

CHARLANE LISCHKA

Special Events Coordinator

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(566) 033-3706

1234 Evergreen Lane, Seattle, WA 98101



PROFILE

Dedicated Special Events Coordinator with 1 year of experience in planning and executing memorable events. Adept at managing logistics, coordinating vendors, and overseeing all aspects of event production. Strong communication and organizational skills, with a proven ability to multitask and meet tight deadlines. Committed to delivering exceptional experiences for clients and guests.

LINKS

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

SKILLS

Budgeting

Negotiation

Time-management

Vendor coordination

Risk assessment

Marketing strategy

Event design

LANGUAGES

English

French

HOBBIES

1. Photography: Capturing moments and events through

EMPLOYMENT HISTORY

● Special Events Coordinator at Aisle of View, WA

Apr 2023 - Present

- Successfully executed over 50 weddings and special events in a year, leading to a 25% increase in annual revenue for Aisle of View, WA.
- Developed and implemented a streamlined event planning process, resulting in a 30% reduction in planning time and a 20% increase in client satisfaction ratings.
- Secured partnerships with 15 local vendors and suppliers, leading to a 10% reduction in event costs and the establishment of Aisle of View, WA as a preferred event coordinator in the region.

● Assistant Special Events Coordinator at The Invisible Hostess, WA

Jul 2022 - Mar 2023

- Successfully planned and executed over 50 special events within a year, with an average guest count of 100, resulting in a 20% increase in overall client satisfaction for The Invisible Hostess.
- Streamlined the event coordination process by implementing a new project management system, reducing preparation time by 30% and increasing team efficiency.
- Spearheaded a marketing campaign that increased social media engagement by 40%, leading to a 15% growth in new client inquiries and bookings for special events.
- Coordinated and managed a charity fundraising gala that raised over \$100,000 for a local non-profit organization, surpassing the target goal by 25%.

EDUCATION

Bachelor of Arts in Event Management at Washington State University, Pullman, WA

Sep 2018 - May 2022

Relevant Coursework: Event Planning, Marketing and Promotion, Hospitality Management, Financial Management, Event Design, Risk Management, Project Management, and Public Relations.

CERTIFICATES

Certified Meeting Professional (CMP)

Mar 2022

Certified Special Events Professional (CSEP)

Mar 2021