

Neveyah Judie

Event Planner

✉ neveyah.judie@gmail.com
☎ (245) 307-2686
📍 123 Maple Street, Detroit, MI 48201

Education

Bachelor of Arts in Event Management at Central Michigan University, Mount Pleasant, MI

Aug 2018 - May 2022

Relevant Coursework: Event Planning and Coordination, Marketing and Promotions, Hospitality Management, Budgeting and Financial Management, Venue and Vendor Selection, Event Design and Production, Risk Management and Legal Issues, and Sustainable Event Practices.

Links

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

Skills

Budgeting

Negotiation

Time-management

Problem-solving

Networking

Creativity

Multitasking

Languages

English

Bengali

Profile

Dedicated Event Planner with 1 year of experience in executing seamless events, including corporate meetings and social gatherings. Adept at budget management, vendor coordination, and logistical planning, with excellent communication and problem-solving skills. Demonstrated ability to create memorable experiences while consistently meeting client objectives and maintaining a high level of professionalism.

Employment History

Event Planner at Purple Clover Events, MI

Mar 2023 - Present

- Successfully planned and executed a high-profile corporate event for 500 attendees, securing a 98% satisfaction rate from client feedback and generating 20% increase in new business inquiries.
- Coordinated a large-scale charity gala that raised over \$250,000 for the nonprofit organization, exceeding fundraising goals by 50% and garnering significant media coverage.
- Implemented innovative marketing strategies for several events, resulting in a 40% increase in ticket sales and sponsorship revenue compared to previous years.
- Streamlined the event planning process by introducing new project management tools and systems, reducing overall planning time by 30% and allowing the team to take on additional projects.

Assistant Event Planner at Emerald City Designs, MI

Aug 2022 - Jan 2023

- Successfully coordinated and executed over 150 events within a year, including weddings, corporate functions, and social gatherings, resulting in a 95% client satisfaction rate and contributing to a 20% increase in annual revenue for Emerald City Designs.
- Streamlined the event planning process by implementing a new project management software, leading to a 30% reduction in planning time and a 15% increase in team productivity.
- Developed and maintained strong relationships with over 50 local vendors, which led to a 25% reduction in overall event costs for clients and increased repeat business by 10%.
- Played an instrumental role in organizing a charity gala that raised over \$100,000 for a local non-profit organization, exceeding the fundraising goal by 25% and garnering positive media coverage for Emerald City Designs.

Certificates

Certified Meeting Professional (CMP)

Feb 2022

Certified Special Events Professional (CSEP)

Jan 2021

Memberships