

# Suzette Picking

Trade Show Coordinator

## Profile

Trade Show Coordinator with 1 year of experience in efficiently managing all aspects of trade show planning and execution. Well-versed in booth design, vendor coordination, and promotional material development, ensuring a seamless and successful event experience. Proven ability to manage multiple projects simultaneously, while maintaining strong attention to detail and exceptional organizational skills. Proficient in fostering productive relationships with clients, partners, and team members to ensure a cohesive and successful trade show experience.

## Employment History

### Trade Show Coordinator at ExpoPros, CO

Apr 2023 - Present

- Successfully managed and coordinated over 50 trade shows within a year for ExpoPros, CO, resulting in a 30% increase in overall client satisfaction rates and a 15% increase in event attendance.
- Streamlined the trade show planning process by implementing a new project management software, leading to a 25% reduction in planning time and a 20% increase in team productivity.
- Oversaw and negotiated contracts with over 100 vendors and suppliers, leading to a 10% reduction in event costs and saving ExpoPros, CO an estimated \$50,000 annually.

### Assistant Trade Show Coordinator at E5 Events, CO

Aug 2022 - Feb 2023

- Successfully managed the coordination of over 50 trade shows within a year, ensuring all events were executed seamlessly and within budget, resulting in a 25% increase in client satisfaction for E5 Events, CO.
- Streamlined communication and project management processes across internal teams, external vendors, and clients, leading to a 40% reduction in logistical errors and an overall increase in event success.
- Played a key role in acquiring 10 new high-profile clients for E5 Events, CO. by developing and implementing innovative marketing strategies and delivering engaging presentations at industry conferences, contributing to a 15% increase in annual revenue.

## Education

### Bachelor of Arts in Event Management at University of Colorado Boulder, CO

Sep 2018 - May 2022

Relevant Coursework: Event Planning and Design, Hospitality Management, Marketing and Promotion, Financial Management, Human Resources, Public Relations, Event Technology, Risk and Crisis Management, and Sustainable Practices in Event Management.

## Certificates

## Details

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## Links

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

## Skills

Booth Design

Networking

Event Planning

Budget Management

Promotional Material Creation

Staff Coordination

Lead Generation

## Languages

English

Indonesian

## Hobbies

Scrapbooking

Gardening

Photography