

Jizelle Mcquown

Wedding Coordinator

✉ jizelle.mcquown@gmail.com
☎ (375) 038-8571
📍 123 Maple Street, Detroit, MI 48226

EDUCATION

Bachelor of Arts in Event Management at Central Michigan University, Mount Pleasant, MI
Sep 2017 - May 2022
Relevant Coursework: Event Planning and Design, Hospitality Management, Marketing and Promotion, Event Risk and Safety Management, Budgeting and Financial Management, Event Production, Sponsorship, and Fundraising, Human Resources in Event Management, and Sustainable Event Management.

LINKS

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

SKILLS

Budgeting
Negotiation
Scheduling
Vendor Management
Problem-solving
Communication
Design Aesthetics

LANGUAGES

English
German

HOBBIES

PROFILE

Dedicated Wedding Coordinator with 1 year of experience in orchestrating unforgettable events while maintaining strong client relationships. Skilled in budgeting, vendor management, and creative problem-solving to ensure seamless execution of weddings. Committed to providing exceptional service and making each couple's special day a memorable experience.

EMPLOYMENT HISTORY

- Wedding Coordinator at The Gala House, MI**
Apr 2023 - Present
 - Coordinated over 150 successful weddings at The Gala House, MI, with a 98% client satisfaction rate and an average budget of \$30,000 per event.
 - Streamlined the wedding planning process by implementing a new project management system, resulting in a 25% reduction in planning time and a 20% increase in team productivity.
 - Secured partnerships with 10+ top local vendors, negotiating exclusive discounts for The Gala House clients and boosting overall wedding package value by 15%.
 - Organized and executed a successful annual bridal showcase event, attracting over 500 attendees and generating a 40% increase in bookings for the following year.
- Assistant Wedding Coordinator at Purple Clover Events, MI**
Sep 2022 - Mar 2023
 - Successfully coordinated over 50 weddings within a year, ensuring smooth and efficient execution of each event while maintaining a 95% client satisfaction rate.
 - Streamlined vendor communication and management processes, resulting in a 20% reduction in response time and leading to more effective collaboration between all parties involved.
 - Implemented a new organization system for client files, improving overall efficiency by 30% and allowing for easier access to important documents and information.
 - Assisted in the development and execution of a marketing campaign that increased brand visibility and led to a 15% increase in new client bookings within six months.

CERTIFICATES

- Certified Wedding Planner (CWP)**
Aug 2021
- Certified Master Wedding & Event Planner (CMWEP)**
Nov 2019

MEMBERSHIPS

Association of Bridal Consultants (ABC)