

MAYA PATEL

Creative Event Planner

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☎ (123) 456-7890

📍 Rochester, NY

🌐 [LinkedIn](#)

WORK EXPERIENCE

Creative Event Planner

Premier Event Management

📅 2018 - current 📍 Rochester, NY

- Designed innovative event concepts that increased attendee engagement by 46%.
- Researched trends to bring unique style elements into events, resulting in a **13% increase in media coverage**.
- Overcame creative challenges to deliver events within budget, leading to 18% cost savings compared to projected expenses.
- Analyzed event metrics and attendee feedback to measure success and improve future events by 56%.

Event Production Assistant

Stellar Events and Design

📅 2015 - 2018 📍 Buffalo, NY

- Supported 30+ successful events, including concerts, festivals, and corporate functions, with **96% positive client feedback**.
- Collaborated with production teams to ensure seamless event execution and an exceptional experience for attendees.
- Managed event logistics using Asana to increase on-time task delivery by 31%.
- Facilitated ticketing operations with Eventbrite, leading to an 11% increase in revenue compared to previous events.

Event Coordinator

Grand Occasions

📅 2013 - 2015 📍 Ithaca, NY

- Coordinated 36 events per year that produced an average attendee satisfaction rating of 97% according to feedback.
- Visualized venue layouts with Social Tables, improving event flow by 27%.
- Created captivating promotional materials with Photoshop that **increased pre-event social media engagement by 74%**.
- Developed dynamic Prezi presentations, resulting in a 16% increase in prospective customer inquiries.

EDUCATION

Bachelor of Fine Arts

Event Management and Design

[New York University](#)

📅 2009 - 2013

📍 New York City, NY

SKILLS

- Cvent
- Asana
- Eventbrite
- Social Tables
- Photoshop
- Prezi

CERTIFICATIONS

- Certified Special Events Professional