




EMILY WALKER

EVENT PLANNER ASSISTANT

CONTACT

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(123) 456-7890 

Las Vegas, NV 

[LinkedIn](#) 

EDUCATION

Bachelor of Science
Hospitality Management
University of Nevada
2012 - 2016
Las Vegas, NV

SKILLS

Cvent
Asana
Ticketmaster
Canva
Sprout Social
Excel

WORK EXPERIENCE

Event Planner Assistant

Caesars Entertainment

2019 - current / Las Vegas, NV

- Assisted in planning 30+ events per year, including conferences, trade shows, and corporate meetings, with a high degree of professionalism.
- Streamlined event registration with Cvent to achieve an **average attendee satisfaction rating of 4.7 out of 5.**
- Organized event logistics in Asana to support task delivery and boost team collaboration by 44%.
- Negotiated contracts with vendors, lowering expenses by 28%.

Venue Operations Assistant

Wynn Resorts

2016 - 2019 / Las Vegas, NV

- Coordinated event logistics for a high-volume venue, **successfully executing 40+ events per year.**
- Provided exceptional customer service to event attendees and addressed all concerns to yield a 97% customer satisfaction rating.
- Collaborated with cross-functional teams to facilitate seamless event execution and improve the overall attendee experience.
- Managed ticketing operations through Ticketmaster to grow revenue 23% YoY through efficient sales processes.

PROJECTS

Event Angel

Volunteer

December 2014

- Organized special events for children without families that promoted a sense of belonging.
- Developed social media campaigns with Sprout Social, increasing event followers by 46%.
- Maintained event budgets by tracking expenses in Excel, which resulted in a 17% reduction in total costs.
- Designed promotional materials with Canva that **grew event awareness by 59%.**