

# Donna White, Event Planner

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Date of birth	05/10/1983	Nationality	USA
Place of birth	Orlando, FL	Driving license	Full

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**PROFILE** Detailed and creative Event Planner with 6 years of experience planning and hosting events in both private and corporate sectors. Expertise includes corporate meetings and employee trainings, as well as charity events and fundraisers.

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## EMPLOYMENT HISTORY

Apr 2015 – Present **Event Planner, JP Morgan Chase** Orlando, Florida

JP Morgan Chase is an American multinational investment bank and financial services holding company. As an Event Planner, worked on the Meeting & Event Management team which was responsible for facilitating complex employee and client programs. Core activities included:

- Planning events, ranging from 10 to 500 people, that ranged in complexity
- Preparing, managing, and reconciling event budgets
- Leading and coordinated the efforts of cross-functional teams to prepare for an event
- Maintaining relationships with vendors and suppliers
- Managing all event aspects, including logistics, registration, F&B, activities, and marketing

Apr 2013 – Apr 2015 **Event Planner, Valencia Community College** Orlando, Florida

Valencia Community College is a public state college that offers a variety of liberal arts degrees. As an Event Planner, reported to the Director of Events and Planning and was responsible for coordinating a wide range of on campus and off-campus events. Core activities included:

- Preparing all event documents and material, including agendas, name tags, seating cards, and binders
- Sourcing vendors and suppliers for A/V, F&B, and marketing
- Providing on-site event support
- Conducting post-event evaluations

Apr 2010 – Apr 2013 **Founder & Event Planner, Jordan & Jordan Events** Orlando

Jordan & Jordan Events specializes in organizing and hosting charity and fundraising events for private, public, and non-profit organizations. As an Event Planner, was responsible for coordinating events from ideation through execution. Core activities included:

- Conducting preliminary meetings with clients to discover the requirements for their event
- Fostering relationships with a wide-variety of vendors and suppliers
- Planning and managing all facets of an event, including logistics, scheduling, fundraising, budgeting, and execution

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## SKILLS

Scheduling

Event Planning

Event Logistics

Budget Administration

Supplier & Vendor  
Management

Client Relationships