|  |  |
| --- | --- |
| Receiver | (123) 456 7890 |
| Open envelope | email@email.com |
| Map with pin | 123 Street, Any City |

[60 Word Templates](https://www.resumeviking.com/templates/word/) [Resume Tool](https://resume.io/resume-templates/?id=cpdokyF1)

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Events Assistant / VIRGIN ACTIVE

* Work at exhibitions and conventions
* Manage pre-event phone calls and correspondence

2010-2011

TUKKIES

Business Management

AAA Academy

Marketing Management

Hotel School

Business Leadership

Personable events assistant with 4+ years expertise in a fast-paced agency in a large city. Certified Meeting Professional (CMP) certification.

SKILLS

Events Assistant / LYFT

* Sound ability to complete simple and complex administrative tasks including invoices, order forms, schedules, audio-visual specifications, menus, and budgets

2012-2015

Events Assistant/ NATIONWIDE

* Breaks down serving and dining areas according to client specifications and layout plans
* Update Delegate database and registrations

2016-2019

WORK EXPERIENCE

2014-2015

2016-2019

2019-2019

EDUCATION

CONTACT

PROFILE

Events Assistant

MARY J. SEARING

