# 媒介营销策划英文版简历

来源：网络 作者：风华正茂 更新时间：2024-01-10

*Aspiring event planner with experience in non:profit events and logistics　　Experience with leadership and coordination o...*

Aspiring event planner with experience in non:profit events and logistics

　　Experience with leadership and coordination of volunteers

　　Skilled written and verbal communicator with strong multitasking abilities

　　EDUCATION

　　Bachelor of Arts in Arts Entertainment and Media Management

　　Expected May 20\_

　　Concentration in Performing Arts Management

　　GPA: 3.67 / 4.0

　　Columbia College Chicago

　　Chicago, Illinois

　　EVENT PLANNING EXPERIENCE

　　Chicago Festival Association

　　Chicago, Illinois

　　Production Intern

　　May - December 20\_

　　Provided event planning support for the 20\_ Thanksgiving Day Parade

　　Updated festival website weekly with new information for the public

　　Contacted vendors daily to ensure necessary deadlines were being met

　　Shadowed event accountant to learn budget development and management

　　Oversaw team of ten volunteers in the weeks leading to the parade

　　Addressed last:minute issues the day of the parade

　　Chicago Gateway Green

　　Chicago, Illinois

　　Event Logistics Volunteer

　　January - May 20\_2

　　Managed “day:of” checklist of duties for the annual tree:planting day

　　Delegated tasks to team of 15 volunteers to ensure smooth operations

　　Wrote web content to encourage community members to attend and donate to the cause

　　OTHER EXPERIENCE

　　Macy’s Department Stores

　　Chicago, Illinois

　　Sales Associate

　　January 20\_ - present

　　Provided friendly service to build customer relationships

　　Exceeded sales goals each quarter and led the department in sales for 20\_

　　Columbia College Chicago Library

　　Chicago, Illinois

　　Visual Resources Student Assistant

　　February 20\_ - December 20\_

　　Maintained a frequently used slide collection by keeping slides organized

　　Assisted faculty in quickly retrieving slides forclasses

　　Greeted visitors to the library and guided them to appropriate resources

　　COMPUTER SKILLS

　　Advanced proficiency with Microsoft Word, PowerPoint, Excel and Access; Proficiency with PhotoShop and Dreamweaver.

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