

SARAH J. JENKINS

Senior Event Planner & Logistics Specialist

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Professional Summary

Results-driven Senior Event Planner with over 8 years of experience spearheading large-scale corporate conferences, experiential marketing campaigns, and non-profit galas. Expertise in overseeing end-to-end logistics, optimizing budgets up to \$750K, coordinating vendor networks of 120+ partners, and managing attendee capacities of up to 5,000. Proven ability to negotiate high-value contracts and design engaging event flows that exceed client expectations.

\$750K+

Budget Managed

Single-event budget ceiling with 12% average cost savings.

5,000+

Attendee Capacity

Handled logistics, registration, and seating for major summits.

120+

Vendor Network

Active relationships with caterers, AV production, and venues.

Professional Experience

Senior Event Planner

Apex Events & Group

Oct 2022 – Present

Chicago, IL

- Lead a team of 4 event coordinators to conceptualize and execute 20+ annual corporate summits and trade shows, accommodating 1,000 to 5,000+ attendees.
- Manage event budgets totaling over \$2.5M annually, consistently tracking variances to deliver projects 5–10% under budget.
- Negotiate contracts with venue owners, AV production companies, and catering partners, leveraging a network of 120+ vendors to reduce overall procurement costs by 15%.
- Designed a digital event management pipeline using Eventbrite and Cvent that reduced check-in queues by 40% and boosted post-event survey response rates by 25%.

Event Coordinator

Nexa Corporate Solutions

Mar 2019 – Oct 2022

Dallas, TX

- Coordinated logistical details for 40+ annual events, including executive retreats, product launches, and dealer conferences with budgets of \$80K – \$250K.
- Sourced, vetted, and contracted over 60 new local vendors, expanding the regional supplier network and improving service delivery metrics by 18%.
- Supervised on-site event setup, registration booths, and AV schedules for events with up to 2,000 attendees, resolving real-time speaker and attendee inquiries.
- Tracked and reconciled all event invoicing, billing, and post-event financial reports with 100% accuracy.

Assistant Event Planner

Meridian Hospitality

Jun 2017 – Mar 2019

Indianapolis, IN

- Supported senior planners in executing 15+ multi-day corporate conferences and private galas with up to 800 attendees.
- Handled attendee registrations, travel logistics, and hotel room blocks for VIP speakers and corporate executives.
- Maintained the master vendor database and assisted with initial RFP distribution and bid evaluations.

Areas of Expertise

- Event Logistics:** Venue Sourcing, Contract Negotiation, Registration & Check-in, Risk Management.
- Financial Oversight:** Budgeting & Forecasting, Vendor Procurement, Invoice Reconciliation, Cost Containment.
- Software & Tech:** Cvent, Eventbrite, Whova, Asana, Trello, Nimbus Excel, QuickBooks.

Education & Credentials

- B.S. in Hospitality Management**
Apex University 2017
- Certified Meeting Professional (CMP)**
Events Industry Council 2021
- Certified Special Events Professional (CSEP)**
ILEA 2020