

Katie Malfettone

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h (479) 629-6621

a New York, NY 10038

SKILLS

- Event Planning / Logistics
- Extensive Budgeting
- Event Sales
- Hotel and Food Service
- Wedding Trends Proficiency
- Project Organization and Issue Resolution
- Social Tables / Diagramming
- Microsoft Word / Excel Proficiency
- Keynote / Presentation Software

EDUCATION

University of Arkansas

Fayetteville, AR · 12/2012

Bachelor of Science: Human Environmental Sciences / Apparel Management

REFERENCES

BECKY NAVARRO

Owner

Pearl Events

Becky@pearleventsAustin.com

MAURICETTE RODRIGUEZ

Catering Manager

Four Seasons Hotel Austin

Mauricette.rodriquez@fourseasons.com

PROFESSIONAL SUMMARY

I offer my diverse clientele creative direction, extensive budgeting services, venue scouting, custom decor sourcing and creation, vendor curation and seamless logistical management. Each of these elements are perfectly curated to execute a custom-tailored and unforgettable event. I pride myself in bringing my clients' vision to life by creating stylish, unique designs, all while ensuring that the process is an enjoyable journey for all parties involved. My ability to navigate through logistical challenges, manage an extensive team of vendors, and adhere to meticulous timelines all while keeping calm and poised is one of my most prized attributes.

EXPERIENCE

Pearl Events Austin - Senior Event Coordinator

Austin, TX · 08/2014 - Current

- Lead planner for over 150 weddings, corporate and social events – constructing the entire run of show and executing it on the event day
- Managed on average 15-20 events concurrently throughout tenure
- Developed and managed event budgets in excess of \$400,000, including tracking payment schedules and due dates
- Created detailed design boards to meet the client's vision and fully executed each element
- Curated vendor teams and acted as liaison between vendors and client
- Scouted venues and evaluated for suitability based on factors applicable to the client
- Built and maintained relationships with venues and vendors in Austin events and hospitality industry
- Worked with catering companies and hotel banquet leads to develop menus and form BEOs
- Created scaled diagrams for each event, including use of seating arrangement and visual design software
- Built and managed production schedules to ensure each element and component of event is successfully integrated and provide for seamless transitions
- Tracked and implemented event industry trends, resulting in work being published in print and online media
- Functioned as point person for vendor teams of 10-30 people leading up to, and on event day, in addition to managing and delegating tasks to multiple junior planners
- Interviewed, hired and trained administrative assistants and office interns