




# NATALIE SARTAIN

Event Planner

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United States, Portland, OR, 47 Hope Street, 97225 



## PROFESSIONAL SUMMARY

Motivated and detail-oriented individual with a passion for event planning seeking an entry-level position in the field. Recently graduated with a degree in Hospitality Management and equipped with strong organizational skills, creativity, and a proactive approach to problem-solving.

## EDUCATION

2020 - Now

### Bachelor of Science in Hospitality Management

Portland State University / United States, Portland, OR

## SKILLS

- Event Design Expert
- Organization Expert
- Marketing Expert
- Budgeting Expert
- Public Speaking Expert

## HOBBIES

- Sketching
- Karting

## COURSES

2023

### Successful Events: Event Planning, Marketing & Management

Udemy

2022

### Complete Guide to AV & Event Technology

Udemy

## EXPERIENCE

2023 - 2023

### Event Planning Intern

#### Celebration Events / United States, Portland, OR

- Assisted in the planning and execution of various events, including weddings, corporate gatherings, and fundraisers.
- Contributed to event design and décor concepts, ensuring alignment with client preferences and budget constraints.
- Managed event documentation and administrative tasks, including maintaining client files, updating event timelines, and tracking RSVPs.

## VOLUNTEER EXPERIENCE

2024 - Now

### Event Assistant

#### Local Community Center, Portland, OR

- Support in organizing community events, including festivals, workshops, and charity drives.
- Assist with event setup and breakdown, manage guest registration, and provide general event support.
- Collaborate with team members to brainstorm event ideas and contribute to event planning meetings.