



Kevin Harlan

EVENT LOGISTICS COORDINATOR

(123) 676-7890

kevin.harlan@gmail.com

United States, Jonesboro, AR

SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint)	Expert
Event management software (Cvent, Asana)	Expert
Graphic design tools (Adobe Photoshop, Canva)	Expert
Vendor management	Expert
Budgeting & cost control	Expert
Risk assessment & mitigation	Expert

PROFESSIONAL SUMMARY

Dynamic and detail-oriented Logistics Coordinator with over 6 years of experience in planning and executing successful events. Proven expertise in coordinating logistics, managing vendor relationships, and overseeing on-site operations.

EXPERIENCE

June 2020 - Now

Event Logistics Coordinator

Freeman / United States, Jonesboro, AR

- Manage all logistics for corporate and community events, including venue selection, catering, transportation, and audiovisual needs.
- Develop and maintain relationships with vendors and suppliers, negotiating contracts and ensuring timely delivery of services.
- Coordinate event timelines, creating detailed schedules for setup, execution, and teardown.
- Oversee on-site event execution, directing staff and volunteers to ensure smooth operations and adherence to safety protocols.

January 2018 - May 2020

Logistics Assistant

Eventbrite / United States, Little Rock, AR

- Assisted in the logistical planning of over 30 events per year, including trade shows, conferences, and private functions.
- Supported budget management by tracking expenses and maintaining accurate records, contributing to cost savings of 15% through effective vendor negotiation.
- Collaborated with cross-functional teams to ensure event requirements were met, fostering strong communication and teamwork.

EDUCATION

2013 - 2017

Bachelor of Science in Event Management

Arkansas State University / United States, Jonesboro, AR

Certified Meeting Professional (CMP)

Events Industry Council / 2021