Zoya Rizwan

(289) 991-3475 | zoyarizwan04@gmail.com | 28 Handley Crescent, Ajax ON L1Z 1M2

**Event Coordinator**

Dedicated event planner with over 3 years of experience in marketing, customer service and event management. Demonstrated strong leadership and project management skills in all roles. Experienced in marketing activities such as e-blasts, social media handling, media promotions etc.

Proven record of successfully planning weddings within the assigned budget. Core strengths include vendor/client management, event designing, time management, problem-solving and event scheduling.

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| * Event Designing | * Wedding planning |
| * Day-of event coordination | * Scheduling |
| * Vendor communication | * Marketing |
| * Negotiation skills | * Customer service |

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# Education

# Event Management – Festival and Conference– Post Graduate Graduated June 2018 *Centennial College, Toronto, ON*

# Bachelor of Arts Graduated June 2014 *University of Delhi, India*

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**Coordination Assistant***Impresario Events for Wedding Planning & Decor* **Sept 2017 - Present**

* Coordinate events for a variety of clients and a wide range of events
* Establish long lasting vendor relationships to negotiate great contracts for clients
* Research and build long-term relationships with clients, through managing and interpreting their requirements – exhibit use of time management and communication skills
* Develop event schedules and assignments to delegate activities and cover all aspects
* Supervise the execution and implementation of new strategies to identify, assemble and organize items to coordinate events successfully.

**Event Planner Assistant Sept 2017** **–Dec 2017**

*Stella Décor*

* Utilized financial strategy and negotiations to maximize parameters of an event within the client’s budget
* Grew volunteer base by 50% during work term through increased awareness and publicity
* Maintained and updated database of volunteers, events, and donors
* Planned event advertising, including media outlets, graphics and communications
* Provided social media support to marketing team with ideas and administrative coordination.

**Early Childhood Assistant Dec 2017** **–Present**

*Growing Tykes Learning Center, Toronto*

* Initiated, developed and implemented unique activities for children to keep them engaged and active
* Designed new system of organizing equipment and supplies for easy retrieval
* Communicated progress of child development to the parents effectively
* Worked as a team with the other staff members to get activities done efficiently
* Created proposals for trip plans to school board to facilitate and encourage learning process

**Customer Service Representative April 2017 – Sept 2017**

*Econolite Canada, Markham, ON*

* Exhibited full inventory management by surveying and quantity tracking as well as placing orders for the daily merchandise.
* Successfully resolved discrepancies with clients by managing daily cash and credit banking.
* Effectively communicated and assisted customers with questions, concerns, or problems and helped resolve their issue while providing exceptional customer service.
* Managed and maintained all the equipment used on the work floor.

**Volunteer Experiences (India)**

*Fundraising- Smile Foundation and Care India* **2013-2014**

* Compile or develop materials to submit to granting or other funding organizations.
* Develop and maintain media contact lists.
* Develop strategies to encourage new or increased contributions.

*Reverie College Festival (Gargi College)*  **2013-2014**

* Plan and prepare proposals for the artist and sponsors to be a part of the event.
* Coordinate the three days event with the student union team.
* Check student ID’s for student tickets.
* Keep social media platforms updated for promotion and sales.
* Active participant of Arts and Craft society of college.
* Participated in inter college dance competitions held during the festival.