Jackie Harvey

Rossville, GA 30741  30741, Rossville, GA

(555) 555-5555 - example@example.com

**Professional Summary**

Professional Wedding Planner with expert knowledge of the wedding industry to plan every event from engagement to honeymoon. Leverages established relationships with reputable suppliers to negotiate discounts, deals, and upgrades and act as neutral and objective professionals to reduce stress and pressure.

**Skills**

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| * Venue selection
* Wedding trends proficiency
* Health, hotel and food service regulations
* Vendor and contract negotiations
 | * MS Office
* Good listening skills
* Responsible
* Events logistics management
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**Work History**

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| --- | --- |
| 03/2016 to Current | Wedding Planner Catering by Uptown – Rossville, GA * Conduct initial consultation with clients to discuss wedding details, venue options, and logistics to understand vision and budget.
* Negotiate prices with 20+ suppliers, inspected venues, and selected vendors to meet a couple of expectations each time.
* Compile contracts for vendors and clients before starting work to meet legal, health, and safety obligations.
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| 05/2011 to 03/2016 | Wedding Planner Assistant A Perfect Day, LLC – Lakeview, GA * Met with 10+ potentials clients and gave quotes on services and general wedding costs each month.
* Directed wedding-day happenings, including guest arrivals, ceremony timing, meals, and speeches.
* Assisted with a wedding setup and decoration.
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| 08/2009 to 05/2011 | Wedding Planner Intern Amplified Weddings & Events – Westside, GA * Assisted in scheduling bands, caterers, and photographers.
* Gained firsthand knowledge of the wedding industry.
* Responsible for working closely with over 10 couples to ensure wedding goals are met, guaranteeing deadlines are met, and solving complaints and service issues.
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**Education**

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|  | Bachelor of Science: Hospitality Administration And Management Covenant College - Lookout Mountain, GA  |

**Certifications**

Certified Wedding and Event Planner (CWP), Longevity's Wedding Planning Institute - 2017

**Portfolio**

* weddingplanningblog.com