NITA JOB

222 Denton Drive Denton, TX 76203 123-456-7890 nitajob@helpme.com

OBJECTIVE To obtain an Events Manager position

SUMMARY OF QUALIFICATIONS

- Over 2 years event management, marketing, training and coaching experience
- Strong communication, presentation and time management skills
- Confident and poised in interactions with individuals at all levels
- Fluent in Spanish, French and English

EDUCATION

Master of Arts December 2010

• Experienced in all aspects of event management and tournament directing, including logistics, transportation, security, safety, coordination of activities, recruitment of volunteers, publicity, and scheduling of celebrity appearances

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