

Evan Events

123 Main Street ♦ Ames, Iowa 50011 ♦ 515.123.4567 ♦ eevents@iastate.edu

OBJECTIVE: Seeking a summer 20XX internship within the xxxxx industry

EDUCATION

Iowa State University

Bachelor of Science: Event Management

GPA: 3.0/4.0

Certifications: Serv Safe – Alcohol, Serv safe – Food Handling, Cvent University

Ames, Iowa
December 20XX

RELATED EXPERIENCE

Des Moines Arts Festival

Festival Productions Intern

- Managed and prepared contracts with restaurateurs and performers
- Assigned 75 volunteers to job tasks and managed throughout shift
- Negotiated contracts for the operational logistics of the Art Fair
- Created informational documents and manuals for nonprofit vendors and restaurateurs

Des Moines, Iowa
May 20XX-July 20XX

XYZ Golf Course

Bartender and Events Assistant

- Assisted general manager with special events and golf tournaments for up to 150 people
- Designed menus and pamphlets advertising the golf course
- Prepared beverages and provided exceptional customer service
- Scheduled tee times and arranged tournament signups

Des Moines, Iowa
May 20XX-August 20XX

INVOLVEMENT

Iowa State University Event Management Club

Active Member

- Plan site visits to learn about event opportunities within community
- Organize fundraising events and social activities for 40–50 members

Ames, Iowa
20XX-Present

International Festival and Events Association

Scholarship Winner and Conference Attendee

- Helped check in guests at silent auction registration table
- Attended seminars and breakout sessions on topics related to networking, social media, event insurance, creating green events, and other event management topics

Tucson, Arizona
September 20XX

ADDITIONAL EXPERIENCE

Iowa State University Office of XYZ

Student Office Assistant

- Enter data from departmental research projects, ensuring accuracy of work
- Assist with reconciling accounts and budgets at the end of the month
- File paperwork, scan documents, and answer phone calls for six staff members

Ames, Iowa
August 20XX-Present

COMPUTER SKILLS

Microsoft Office: Word, Excel, Publisher, and PowerPoint | Adobe: Illustrator and InDesign