

Audry Vasila

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SUMMARY OF QUALIFICATIONS

- 3+ years' experience delivering detail-oriented, organized professionalism in business settings
- In-depth understanding of planning and confirming details of events to ensure success
- Proficient with vendor and subcontractor negotiations/relations
- Apply big picture thinking and attention-to-detail
- Create timelines of required actions for successful event
- Prioritize and provide clear communication with all parties
- Strong interpersonal and relationship building skills

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI May 2020
Associate Degree, Event Management

PROFESSIONAL EXPERIENCE

Event Coordinator Assistant October 2019 – Present
JK Marketing, Appleton, WI

- Collaborate with Event Coordinator by conducting potential site assessments and cost estimates for client events
- Prepare time line to ensure all required actions were tracked and completed
- Highlight areas where actions are linked to avoid possible domino effect of problems
- Notify Event Coordinator when certain expenditures were over budget

Sales Assistant June 2017 – September 2019
XYZ Industries, Green Bay, WI

- Managed all logistics in preparation for out-of-state trade shows, including shipments of presentation boards, banner displays, literature stands, and presentation equipment to trade show site
- Traveled with Sales Manager to out-of-state trade shows to provide any assistance needed

Administrative Assistant May 2015 – May 2017
ABC Products, Green Bay, OH

- Assisted sales department by contacting potential clients and pre-qualifying them for sales staff
- Planned client recognition events, including sending invitations to current clients to provide event site recommendations
- Reserved conference location; arranged for refreshments and AV equipment for regional sales meetings