

# Lee Wagner (773)993-4715 ▪ [leewagner1000@gmail.com]

## Summary

Highly motivated and detail-oriented Event Planner with experience in logistics coordination, vendor management, and budget control. Skilled in communication, collaboration, and problem-solving to ensure seamless execution of successful events. Passionate about creating exceptional experiences that exceed client expectations.

## Skills

- Event Planning & Management
- Logistics Coordination
- Project Management
- Communication (written & verbal)
- Collaboration
- Problem-Solving
- Customer Service
- Microsoft Office 365

## Experience

Greenwood Project | Peer Coach & Event Planner | Chicago, IL | May 2023 – August 2023

- Planned and executed logistics for special events, including networking events and the end-of-summer stock pitch competition.
- Managed event budgets and ensured adherence to financial goals.
- Coordinated with vendors to secure services and supplies for events.
- Collaborated with a team to create engaging and successful events.

Shoreline Sightseeing | Deckhand with Event Experience | Chicago, IL | March 2022 – May 2023

- Assisted in planning and executing on-board events for private parties and corporate outings.
- Communicated effectively with clients to ensure their needs were met and exceeded expectations.
- Managed logistics on-board, ensuring smooth operation and guest safety during events.

Asian Human Services | Social Media Intern | Chicago, IL | December 2021 - March 2022

- Demonstrated strong organizational and communication skills through social media management.
- Collaborated with team members to develop and implement creative content strategies.

## Education

University of Illinois at Chicago | Chicago, IL | May 2024

- Bachelor of Arts in Professional Writing/ Creative Writing | GPA: 3.58

Northern Illinois University | DeKalb, IL | August 2018 – December 2021

- Communications

## Additional Information

- Community Organizer of Example Setters | Chicago, IL | June 2017 – February 2021
- Director of Orientation for Black Male Initiative | DeKalb, IL | August 2019 – May 2020
- Director of Communications for Black Student Coalition | Chicago, IL | April 2023
- Google Fundamentals of Digital Marketing Certification
- Dean's List of the College of English