

Lorraine Tatum  
**tatumresources@msn.com**  
425.753.3933  
Event Planning & Management

Position I Am Seeking: I am looking to continue in my professional field as an event planner in a full-time, part-time, or a contract position. I have recently completed certificates in Bookkeeping and as an Accounting Assistance. I would be interested in part-time or contract work using my accounting/bookkeeping skills.

#### EDUCATION

Certified Special Event Professional (CSEP), International Special Events Society, 2004  
Accounting Certificate, Bellevue College, Spring 2009  
Bookkeeping Certificate, Bellevue College, Winter 2009  
Bachelor of Arts in Education with Honors, Purdue University + 201 post-graduate university credits

#### PROFESSIONAL EXPERIENCE

- Event Planner for Issaquah Highlands Council, Nov.2007 - July 2008
- Planner of all community association events including Concert Series, Summer Festival, Volunteer Appreciation, Christmas, Easter, and Family Events.
- Conceived marketing and development program, recruited volunteers, implemented all event logistics, ensured compliance for legal, regulatory, safety, and insurance standards.
- Special Events and Catering Director for Inglewood Golf Club, July 2006 - Aug. 2007
- Director's responsibilities include scheduling and supervision of staff, sales and marketing, budget management, customer service. Increased sales by 25%.
- Award Winning Event Planner and Business Owner, 1999 to 2006 - Seattle, WA
- Responsible for all aspects of business including marketing, accounting, and on-site management. \*Awarded the Emerald City Applause Award 2005 for "Best Logistical Achievement in an Event".
- Events and Food Service Manager to Westminster Chapel, 2002 to 2009 - Bellevue, WA
- Manage multiple events and food service for large community church.
- Direct efforts increased department budget \$20,000 in funds and savings for 2008.

#### OTHER RELATED EXPERIENCES

- Certified Washington State Teacher - \*3 times awarded "Outstanding Fitness Program of the Year".
- Board Member of the Seattle Chapter of International Special Events Society (ISES), 2005 - 2008
- Team Building Facilitator with Challenges Northwest