**Beverly Lawson**  
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**A. Summary**

I am a skilled event planner seeking an exciting new opportunity. With over twenty-five years of event coordinating experience, my knowledge, expertise, and passion for the field reflects in the smiles from my satisfied clients. Due to unfortunate circumstances, I had to close down my own start-up party planning company. Despite closing my business, I have retained a large clientele base and amassed a strong reputation in the community of being hardworking, reliable, and professional.

**B. Working Experience**

* **Oct/2005-Jan/2017-Bev’s Best Parties, Houston, TX**

**Responsibilities:**

* Planned and coordinated parties and events while simultaneously running my own successful company.
* Managed a team of hardworking event planners (four employees in total).
* Oversaw contract teams including live music bands, caterers, etc. to ensure events were conducted smoothly.
* Personally responsible for building a large, loyal customer base.

**Achievements:**

* Seamlessly orchestrated events with budgets in excess of $500,000 and with 2000+ attendees.
* Was featured in various local publications including Texas Monthly.
* Received recognition by the City of Houston with a Local Business of the Year award.
* **Jun/1993-Oct/2005-Dino Family Restaurants, Houston, TX**

**Responsibilities:**

* Planned and coordinated banquets at the restaurant.
* Made sure all events were handled seamlessly.
* Responsible for developing event menus and wine lists.

**Achievements:**

* Handled large scale in-house events of up to 100 guests.
* Assisted the Dino family in opening up a second restaurant.

**C. Education**

Bachelor’s degree in Hotel & Restaurant Management-University of Houston-1988-1993

**D. Job Related Skills**

* Fine attention to detail.
* Organizational and follow-through skills.
* Project management and customer satisfaction.

**E. General Skills**

* Outgoing and friendly demeanor
* Optimistic outlook
* Motivated team-player