

Jasmine Delgado

Event Planner

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SUMMARY

Event planner with 8+ years producing corporate conferences, galas, and multi-day incentive programs. Delivered 120+ events from 40-person board dinners to a 3,000-guest national conference, holding budgets up to \$750K within 3% of plan. Trusted by repeat clients for airtight run-of-shows and calm show-day leadership.

EXPERIENCE

Senior Event Planner — Magnolia & Main Events 03/2022 – Present

- Plan 25-30 corporate conferences, galas, and retreats a year with budgets from \$50K to \$750K, closing each within 3% of approved spend
- Produced a 3,000-guest, three-day healthcare conference across two Nashville venues, directing 14 vendors, 60 breakout sessions, and a 22-person day-of crew
- Negotiated preferred-vendor agreements for AV, catering, rentals, and transportation, cutting average per-event costs 12%

Event Planner — Brightwater Hospitality Group 06/2019 – 02/2022

- Coordinated 60+ galas, fundraisers, and product launches end to end, including a 900-guest charity auction that raised \$1.2M
- Managed venue logistics, floor plans, catering counts, and run-of-show documents for events of up to 1,200 guests
- Booked entertainment, keynote speakers, and rentals across 40+ vendor relationships, tracking contracts and payments in Cvent

Event Coordinator — The Hartwell Hotel 07/2017 – 05/2019

- Supported 80+ banquet and conference bookings a year, owning BEOs, room blocks, vendor call sheets, and final invoicing
- Staged site visits and menu tastings for prospective clients, contributing to a 20% rise in repeat corporate bookings

EDUCATION

B.S. Tourism and Hospitality Management — Middle Tennessee State University 2013 – 2017

SKILLS

Budget management | Vendor negotiation | Run-of-show design | Venue sourcing | Contingency planning

On-site direction | AV coordination | Registration management | Sponsor fulfillment

Cvent | Social Tables | Eventbrite | Asana | Excel

CERTIFICATIONS

Certified Meeting Professional (CMP) — Events Industry Council