

Bronwyn Smith

Event Coordinator

Bringing clarity and organization to your vision for your event

415-531-1623

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www.bronwynevents.com

Familiar with both creative and corporate event environments: experience developing programs and timelines from conception to finish for everything from holiday parties to award dinners on the corporate level, and from weddings to cookie-decorating parties on the personal level. Organized, efficient, personable, and exceptionally skilled in creating an environment of comfort and ease with all types of people and events.

Experience:

Weddings

- Prepared schedule, helped with locating specific items, coordinated rehearsal and day of event, worked closely with the caterer, Minister, DJ, photographers, musicians, and limousine service staff to ensure smooth transitions throughout the evening, as well as banquet service for numerous weddings, including attending the head table, cake cutting, and set-up and breakdown - Bay Area

2007 to Present

California Pacific Medical Center

Leadership Development management event – quarterly event

- Arranged transport/storage of supplies for group of 250 attendees, set up main ballroom and breakout session rooms, manned sign-in table – Cathedral Hill Hotel, San Francisco

Holiday Parties - annual event

1940's & 1950's themed parties for four campuses

- Involved in meetings, arranged safe transport and set-up of large decorations, gave out raffle tickets, and participated in activities with dance instructors to engage employee participation

Safety Fairs

- Ordered, organized, and arranged transport and delivery of give-a-ways, and decorations for "County Fair" themed Safety Fairs for employees of four campuses, three shifts of 200 per day

Community Health Projects Awards Dinner Banquet

- Coordinated table set-up, music logistics, manned sign-in table, and timing and delivery of gifts of flower bouquets during Awards ceremony - Cathedral Hill Hotel, San Francisco

2005 Hosted Cookie Decorating Party

- Hand made invitations, prepared menu, baked assortment of cookies, made different icings, and chose a multitude of cookie decorations for event

Service/catering staff throughout the Bay Area and Los Angeles

- Several years of catering service experience in various roles including scheduling, serving at tastings for potential clients, coordinating staff for banquet service, and temporary hostess at Paramount Pictures on-lot restaurant, high-end catering service in private homes in Beverly Hills Los Angeles, San Francisco Bay Area, including Frank Sinatra's 80th birthday party

1995 Hollywood movie premier "after parties"

- Captained staff of 25 for "San Francisco" themed movie screening at Universal Studios lot, and set-up and breakdown, and service at food stations for multiple premiers/screenings at 20th Century Fox, Warner Brothers, and Universal Studios movie lots, as well as service at The Academy Awards post awards dinner banquet, Los Angeles Music Center

Education

City College of San Francisco, 1992

- A.S. Degree in Hotel and Restaurant Management

San Francisco State University, College of Extended Learning

- Careers in Meeting Planning, August 2000
- Introduction to Meeting Planning, September 2000