SARA HERNANDO

EVENT COORDINATOR

512 809 7092 | sarap.hernando@gmail.com | Austin, TX | sarahernando.com

PROFILE

Event Coordinator with over 10 years of logistical support experience, including more than 5 years of serving as an event organizer in a an educational environment. Proven results in the successful support and creation of events, programs, and services that target various audiences including students, faculty, and staff. Excellent organizational and communication skills with the ability to independently plan and manage diverse priorities and processes. Additional experience in the management of a speaker series, booking of travel, and advising student organizations in the planning of their events.

EDUCATION

MASTER OF ARTS
College Student Development
St. Edward's University
Austin, TX
GPA: 4.00/ August 2012

BACHELOR OF ARTS
Sociology (with High Honors)
The University of Texas at Austin
Austin, TX
GPA 3.94/May 2008

SKILLS

// PROFESSIONAL

- Excellent Communicator (verbal and written)
- Creative Problem Solver
- Dependable
- Multitasker
- Highly Organized
- Quick Thinker
- Goal Oriented but Flexible

PROFESSIONAL EXPERIENCE

PROGRAM AND EVENT COORDINATOR
The University of Texas at Austin, Hildebrand Department of Petroleum and Geosystems Engineering | 2015 – PRESENT
Serve as main point of contact for and plan (from start to finish) large, medium, and small events, managing budgets of up to $60,000 and attendance of up to 350 guests.

- Create vision for events including determining audience, timing, and intended purpose/goals.
- Manage multiple vendors at once to coordinate execution of seamless event.
- Receive and process vendor contracts from first contact to final follow-up.
- Coordinate, train, and delegate to up to 30 volunteers in execution of program.
- Create guest surveys before and after event to ensure goals are met.
- Oversee travel, day of schedule, and other details for those visiting department.

E.g.: Seminar Speaker Series, Distinguished Alumni Dinner & Ceremony, Freshman Retreat, Prospective Graduate Student Visit, External Advisory Committee Meetings, Student Competitions, Alumni Receptions, Faculty/Staff Retreats, Receptions, and more!

EVENT COORDINATOR/CAREER ADVISOR
DeVry University – Career Services | 2014 – 2015
Coordinated, organized, implemented small to medium campus events of between 10-150 attendees throughout the academic year.

- Managed event budget, inventory, and time-schedules in addition to ensuring compliance to regulations.
- Anticipated concerns for events/programs, resolving issues along the way.

E.g.: Graduation, Career Fair, GradFest

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SKILLS

// TECHNICAL

- Organizational software (e.g. Microsoft Excel, SmartSheets)
- Event Layout software (e.g. Social Tables)
- Task Management software (e.g. Outlook tasks, Asana)
- Feedback, RSVP, and Sign-up platforms (e.g. Qualtrics, Eventbrite, Sign-upGenius, Survey Monkey)
- Microsoft PowerPoint
- Microsoft Word
- Adobe Acrobat

INTERESTS

- Reading
- Music
- Outdoor Activities
- Being around people!

RECENT AWARDS

- 2018 Cockrell School Staff Excellence Award

PROFESSIONAL EXPERIENCE (Continued)

EVENT COORDINATOR

Heather Scott Home & Design, Southern Living Home Party | 2013

Organized and implemented all details for successful party of 100 guests

- Contacted vendors, maintain budget, and ensure all service providers adhered to terms of contract.

OPERATIONS SUPPORT COORDINATOR

DeVry University - Student Central | 2012 – 2014

Oversaw and executed between 1-2 events per month while also collaborating with colleagues to determine objectives and requirements for events.

- Prepared for upcoming events, deciding on location, catering, and other details.
- Provided advising assistance on course options and other student related issues.

E.g.: Orientation, Registration Week, Student Appreciation Week

GRADUATE INTERN

St. Edward's University - Office of Student Life | 2011 – 2012

Collaborated with faculty, staff, and students to develop, plan, and execute programs

- Managed budget and timeline for programs and provided event planning direction to students through emails/weekly meetings

E.g.: "Signature" programs – Festival of Lights, Homecoming and Pep Rally

St. Edward's University - Office of International Education | 2011

Administered logistical support for office events

- Created office material for student abroad programs
- Assisted with setting up and tearing down of office events

E.g.: Study abroad orientation, Information sessions

LEGAL ASSISTANT

Fred Walker Law, P.C. | 2008 – 2012

Coordinated attorney scheduling and assisted with workload and deadline management

- Drafted, edited, and finalizes complex correspondence and agreements
- Reported on case statuses while finding and implementing solutions to issues

PROJECT ASSISTANT

The University of Texas at Austin, WWII Oral History Project | 2005 – 2008

Worked with team to develop and execute various events through the year

- Ordered food, reserved rooms, and provided physical/logistical support to team.
- Received, recorded, and processed donations and all follow-up communication.

E.g.: Study abroad orientation, Information sessions