

# Kieara Buchter

Event Planner

✉ [kieara.buchter@gmail.com](mailto:kieara.buchter@gmail.com)

☎ (731) 640-4916

📍 Saint Louis, MO

## Education

### Associate of Arts in Event Management at St. Louis Community College

Nov 2018 - May 2023

Relevant Coursework: Event Planning and Coordination, Hospitality Management, Marketing for Events, Budgeting and Financial Management, Venue Operations, and Event Risk Management.

## Links

[linkedin.com/in/kiearabuchter](https://www.linkedin.com/in/kiearabuchter)

## Skills

Budgeting

Negotiation

Networking

Multitasking

Communication

Problem-solving

Time management

## Languages

English

Bengali

## Profile

Dynamic event planner with two years of experience orchestrating memorable events. Expertise in vendor management, budget optimization, and creative problem-solving. Adept at coordinating logistics and ensuring seamless execution to exceed client expectations. Passionate and detail-oriented.

## Employment History

### Event Coordinator at Eventique, MO

Apr 2025 - Present

- Spearheaded the planning and execution of over 50 high-profile corporate events annually, increasing client satisfaction scores by 30%.
- Negotiated vendor contracts that reduced event costs by 15% while maintaining top-tier quality and service standards.
- Developed innovative event themes and concepts that boosted attendee engagement and resulted in a 20% increase in repeat bookings.
- Coordinated cross-functional teams to ensure seamless event operations, achieving a 98% on-time delivery rate for all scheduled activities.
- Implemented new event management software, streamlining processes and reducing administrative workload by 25%.

### Event Assistant at Rafanelli Events, MO

Mar 2023 - Mar 2025

- Coordinated logistics for over 50 high-profile events annually, enhancing client satisfaction through meticulous planning and execution.
- Streamlined vendor communication processes, reducing response time by 30% and ensuring seamless event operations.
- Assisted in the development of creative event themes, contributing to a 20% increase in client engagement and positive feedback.

## Certificates

### Certified Special Events Professional (CSEP)

Nov 2023

### Certified Meeting Professional (CMP)

Jun 2022

## Memberships

Meeting Professionals International

International Live Events Association