



Lulu Banat

EVENT COORDINATOR 2 YEARS OF EXPERIENCE

Education

Bachelor of Business Administration in Event Management

Stamford International University | Jul 2017 - Mar 2020 | Bangkok, Thailand.

- Major is co-developed with Kendall College at National Louis University, Chicago, USA.
- GPA: 3.63 - High Distinction - Held an Ambassador Scholarship.

Experience

Project Coordinator at Thailand Pavilion Dubai Expo 2020

Index Creative Village| Oct 2019 - Apr 2020| Bangkok-Thailand.

- Conducted market research and coordinated presentations for customers and project members detailing project scope, progress, and results, keeping all entities well-informed of milestones and goals.
- Liaised between external stakeholders and business development department, facilitating communications, and keeping appropriate parties updated on project developments.

Event Coordinator and Volunteer Committee Leader

IEEE YESIST12 Age of Innovation| Apr - Sep 2019 |Bangkok-Thailand.

- Supported senior leadership by developing status reports on activities related to event planning, sponsorship management, venue facilities, production, F& B, and volunteer management.
- Evaluated existing events planning procedures to identify opportunities for improvement.

Vendor & Volunteer Coordinator

Kolour Entertainment |Oct 2018 - Mar 2019 |Bangkok-Thailand.

- Hired, managed, developed festival's vendors, established, and monitored goals, conducted performance reviews, and administered contracts and policies.
- Implemented a no single-use plastic policy for food vendors and raised revenues by 8 % in the food department.
- Recruited, interviewed, and hired 38 volunteers to fill all operational positions by performing skills assessments.

Achievements

2019, Bangkok, Thailand, 2nd runner up at [SITE TALK 2](#) "Future of Incentive Travel".

2019, Bangkok, Thailand, volunteer's leader with TICA for [SITE Global Conference](#).

2018, Bangkok Thailand, volunteer at [International Model United Nations](#).

2017, Bangkok, Thailand, Best Pitcher Presenter Award by [MGT Open Managing Consulting](#).

2017, Dubai, UAE, participated in [Step Conference](#).

2016, Lisbon, Portugal, participated in [Youth Science Meeting](#).

2016, Amman Jordan, Completed 1 year of volunteering with [King Hussain Cancer Center](#).

2015, Alexandria, Egypt placed the 2nd rank in [Intel Science Competition](#).

2014, Amman, Jordan, achieved the 8th rank in the [Arab Council for the Gifted & Talented in Science and Technology](#).

2014, Amman, Jordan "Trash-Out App" representative at [Jordan Environment Society](#).

Profile

Enthusiastic Event Coordinator, eager to contribute to team success through hard work, diligence, and excellent organizational skills. Strong understanding of project management and operation coordination. Motivated to learn, grow, and advance my career.

Skills

- Event planning
- Project Management
- Strong Communication
- Interpersonal skills
- Team player
- MS Office

Languages

- English (Native)
- Arabic (Native)

Personal Information

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Email: lulubanat.lb@gmail.com

Location: Dubai - UAE

Marital Status: Married

Citizenship of:

- United States of America
- Jordan

Reference

Head of Event Management program at Stamford International University

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