

Rebecca Gonzales

rebecca.gonzales@praux.com

7132401714



6322 Creekbend Dr

Overview

- 8 years of experience as a certified wedding and special events consultant
- Responsible for managing all aspects of home based business Events since 2008.

Key Words
events event experience manage
oversee aspects wedding staff other
building managing timeline of
industry

Objective

- To obtain a position which will allow me to utilize my experience in event planning while enabling me to be a positive addition to this company.

Similar Resumes

Employment History

- 05/08 - Current **Rebecca Gonzales Events** Houston, TX
Owner, Operator
- Consultant overseeing weddings, corporate fundraisers, bar/bat mitzvahs, children's birthday parties, and other social events
 - Managing all aspects of each event- budget planning, venue/menu/entertainment selection, decor/vision planning, selection of printables, such as invitations, place cards, escort cards, etc., write timelines for each event and make sure the timeline is adhered to.
 - Also offered "day of" or "weekend of" packages, which included only timeline management, acceptance of deliveries, and problem solving.
 - Manage business- advertising/marketing for my brand including bridal show booth weekends, web page design, business card and other printables design, sales, billing, records keeping, tax filing, building portfolio, industry networking, and building relationships with local vendors
- 10/07 - 05/08 **Jewish Community Center of Houston** Examplesville, MD
Room bookings coordinator
- Manage in house meeting and event schedules for all departments as well as rentals for events being hosted by others- billing, scheduling, tours, oversee contracts. Oversee set up and breakdown, scheduling maintenance staff to complete all requests by staff and/or renters.

Education

- 2003 **AACWP** Dallas, TX
Certification
- Education consisted of marketing techniques, business building, as well as religious and cultural trends and how they effect the wedding industry
 - PRAUX TIP: I think you're ready to get started, remember edit anything you see here! What you see is what you get!

© 2010 Rebecca Gonzales - [navigate](#) this resume - [resumes by praux.com](#) - [get yours now!](#)

