



# Chloe Barnett

JUNIOR EVENTS PLANNER

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## PROFILE

Events Management BSc graduate from Sheffield Hallam University with a placement year at a London events agency. Coordinated 14 corporate events with combined attendance of over 3,200 guests and managed budgets totalling £185,000. Achieved an average client satisfaction score of 4.6 out of 5 across all events.

## EDUCATION

### BSc (Hons) in Events Management

Sheffield Hallam University, Sheffield

Sep 2021 – Jun 2025

### A-Levels in Business Studies (A), English Literature (B), Art (A)

Notre Dame High School, Sheffield

Sep 2019 – Jun 2021

## SKILLS

- Event Planning & Coordination
- Budget Management & Financial Reconciliation
- Vendor Sourcing & Negotiation
- Client Relationship Management
- Risk Assessment & Contingency Planning
- Venue Selection & Space Planning
- Eventbrite & Cvent Registration Platforms
- Social Media Promotion (Instagram, LinkedIn)
- On-Site Event Management
- Microsoft Excel, Word & PowerPoint

## LANGUAGES

- English (native)
- French (GCSE level)

## EXPERIENCE

### Events Coordinator (Placement Year), Sledge Events, London

Jul 2024 – Jun 2025

Coordinated corporate events for clients in technology, finance, and FMCG sectors during a 12 month industrial placement.

- Coordinated **14 corporate events** with combined attendance of 3,200 guests across conference centres, hotels, and outdoor marquee venues
- Managed event budgets totalling **£185,000**, tracking spend against forecast and producing post-event financial reconciliations for each client
- Managed relationships with **22 suppliers** across catering, AV, floristry, photography, and security, obtaining 3 quotes per category and negotiating a 12% saving on catering for a 4 event conference series
- Achieved an average **client satisfaction score of 4.6/5** across all events, with 3 clients rebooking for the following year

### Bar and Events Staff (Part Time), Sheffield Hallam Students' Union, Sheffield

Oct 2022 – Jun 2024

Part time bar work and event support at the students' union venue, covering freshers' events, live music nights, and society balls.

- Worked front of house at **8 large scale events** with attendance of 400 to 1,200 students per night
- Set up and broke down event spaces, including **staging, lighting rigs, and table configurations** for formal dinners seating up to 280 guests

## CERTIFICATIONS

### Personal Licence Holder (Licensing Act 2003), Sheffield City Council

Feb 2024

### Level 2 Food Safety in Catering, Highfield Qualifications

Nov 2023

## PROJECTS

### Sheffield Hallam Charity Gala Dinner – Lead Organiser

Jan 2025 – Apr 2025

Planned and delivered a formal charity gala dinner for 120 guests at the Cutlers' Hall as a final year assessed project.

- Secured **£2,400 in sponsorship** from 4 local businesses to cover venue hire and entertainment costs
- Managed a team of **8 student volunteers** on the night, coordinating a 3 course dinner, live auction, and a guest speaker from the hospice
- Raised **£4,800** through ticket sales, auction items, and donations, exceeding the target by 35%

## EXTRA CURRICULAR ACTIVITY

### Sheffield Hallam Events Society – President

Sep 2024 – Jun 2025

Led a committee of 6 students organising networking events, industry talks, and a careers fair attended by 180 students and 12 employers including Capita Events, Sodexo, and Live Nation.