

Sadia Islam

## EVENT MANAGER, CORPORATE TRAINER

718-908-9243

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New York, NY

## PROFILE SUMMARY

Dynamic and flexible professional with strong background as an Event Manager and Brand Ambassador, and Corporate Trainer. Adept at providing seamless support, enhancing client experience and maintaining high service standards in a fast-paced environment. Highly organized and meticulous. Continuously learning and forever curious.

## AREAS OF EXPERTISE

- Corporate Training
- Event Coordinator
- Adobe Photoshop
- Info Desk Help
- Microsoft Suite
- Hospitality
- Data Analysis
- Daily Standups
- Complex Problem Solving

## PROFESSIONAL WORK HISTORY &amp; RESPONSIBILITY SUMMARIES

**Brand Ambassador** | Various Companies

2024 - 2025

- Represent the brand at events, pop-ups, and retail locations
- Create engaging social media content to promote brand awareness and customer engagement.
- Collaborated on campaigns, showcasing brand products across Instagram and TikTok.
- Distributed flyers and info cards, engaging with public to promote brand awareness

**Corporate Trainer** | Allure Marketing

2023 - 2024

- Strong ability to pitch products effectively in face-to-face interactions, making sales on the spot
- Building a team, teaching them how to overcome objections, handle rejections, and secure sales
- Ability to build rapport and establish trust quickly, while maintaining persuasive presentation
- Created sales pitch, lead a team of 10 people and taught them how to sell and build client relations

**Event Manager** | Union Square Hospitality Group

2021 - 2023

- Expertise in planning and coordinating large-scale celebrations, while maintaining strong relationships with suppliers and vendors
- Strong attention to detail handling décor, catering, seating arrangements, and entertainment
- Quick thinking to resolve unexpected issues (e.g., vendor cancellations, weather changes)

## EDUCATION

**Bachelor of Science in Biochemistry**

City College of New York

New York, NY

2017

## CERTIFICATIONS

- IBM Data Analyst - Coursera
- Adobe Photoshop Learn
- Intro to Airline Industry - FutureLearn