

KENLEY TAYLOR



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@Kenley_Taylor

Detail-oriented event professional with experience in planning, logistics, and on-site execution. Recognized for delivering seamless, elevated event experiences through strong organization, client-focused communication, and a calm, solutions-driven approach in fast-paced environments.

EDUCATION

Bachelor of Science in Event Management

Utah Valley University | April 2026

Associate of Science in Business Management

Utah Valley University | Dec 2025

CERTIFICATIONS

- Social Media Marketing Certificate (HubSpot)
- Certificate in Content Marketing, (HubSpot)
- SEO Certificate (HubSpot)
- Certification in Hotel Industry Analytics (CHIA) (CoStar Group)

SKILLS

- Event planning and logistics
- Time management
- Attention to detail
- Team collaboration
- Event design & décor execution
- Budget tracking & basic cost estimation
- CRM & client communication platforms
- Basic SEO and Content Marketing

EXPERIENCE

Event Manager

Mangonlia Event Center

October 2025- Present

- Manage 15+ events per month, including weddings, corporate functions, and community gatherings, ranging from 50 to 500 attendees.
- Direct event setup, décor execution, and floorplan adjustments, ensuring 100% on-time venue readiness.
- Strengthen venue reputation by improving guest flow, elevating service consistency, and optimizing event turnover.

Event Hostess

Shade Wedding and Events

April 2025- October 2025

- Welcomed an average of 150–250 guests per event, ensuring a positive and organized arrival experience.
- Collaborated with event planners to execute themed events successfully
- Oversaw venue logistics for events ranging from 50 to 300 attendees, ensuring timely setup and transitions.

Day of Coordinator

Kaushay Co

February 2025- June 2025

- Managed event planning and execution using strong attention to detail and communication skills
- Coordinated with 8–12 vendors per event, improving communication efficiency and reducing timeline delays.
- Reduced day-of client inquiries by 30% through proactive communication and task preparation.