

MAKAYA GITTENS

EVENT MANAGEMENT PORTFOLIO



HELLO FRIEND, *I'm Makaya!*

A passionate Event Coordinator and Producer who thrives on curating spaces where people can connect and create meaningful experiences. With a strong background in logistics, event production, and strategic planning, I ensure events run seamlessly from start to finish. I love traveling and drawing inspiration from different cultures to bring fresh, creative ideas to every event. Let's connect and make something amazing happen!





EXPERIENCE AND INTERESTS OVERVIEW

CONFERENCES AND
SUMMITS

COMMUNITY
ENGAGEMENT

TRADESHOWS AND
EXHIBITIONS

MUSIC FESTIVALS &
CONCERTS

NETWORKING EVENTS

VIRTUAL SUMMITS

POP-UPS

HYBRID CONFERENCES

TRAVEL COORDINATION

SPEAKER/TALENT
MANAGEMENT



my

EVENT MANAGEMENT PORTFOLIO

A collection of my favorite collaborations.





REVOLT WORLD

ON-SITE CRISIS & LOGISTICS LEAD 2024

MY INVOLVEMENT...

- Managed on-site crisis resolution, including securing spot coolers and fans for on-site offices and , pergolas and fans for guest comfort.
- Developed FAQs and Guest Instructions for Revolt Bucks, an alternative payment system to navigate sales permit restrictions.
- Created a real-time financial tracking system to ensure vendors were paid out efficiently.
- Assisted with vendor logistics and troubleshooting to maintain seamless event operations.
- Collaborated with the production team to keep the event running smoothly despite unexpected challenges.





LEAGUE OF INNOVATIVE SCHOOLS

EXECUTIVE CONFERENCE COORDINATOR 2022
MY INVOLVEMENT...

- Conducted a site visit and coordinated rooming lists and meeting spaces.
- Managed AV logistics, detailing speaker schedules and technical requirements in the Run of Show.
- Organized catering and entertainment for receptions at at the Grammy Museum, SoFi Stadium, and a country club estate
- Secured and managed vendors including photographers, videographers, and transportation providers.
- Worked with celebrity and local talent for reception entertainment
- Drafted and distributed attendee communication before and after the conference



GIRLS BUILD SOLUTIONS: MILLION GIRLS MOONSHOT

NATIONAL STEM INITIATIVE PLANNER 2022

MY INVOLVEMENT...

- Coordinated flights and lodging for 50 students their parents, plus 200 professionals and donors.
- Organized transportation, catering, and vendor selection (videographers and photographers) for receptions at the Chicago Planetarium and Museum of Science and Industry
- Oversaw lodging and registration for 300 attendees, creating a tracking system for easy organization and communication.
- Organized Graphics, Signage and Printing logistics



NATIONAL AFTERSCHOOL ASSOCIATION CONFERENCE

SPEAKER & CONTENT MANAGER 2023

MY INVOLVEMENT...

- Managed CFP process by writing website content, set deadlines, and communicated with speakers.
- Created submission tracker to organize accepted, declined, and waitlisted proposals.
- Built conference agenda by scheduling sessions, times, and rooms in Aventri/Stova.
- Hosted pre-conference speaker training sessions.
- Managed speaker-ready room, providing printing, tech support, and quiet space.
- Troubleshoot speaker and session issues on-site.
- Led post-event analysis using attendee feedback and presented insights.



STREETS CALLING BIKE CLUB MEMBERSHIP BONFIRE

COMMUNITY EVENT PRODUCER 2020

MY INVOLVEMENT...

- Researched, secured, and coordinated with the venue to host the bonfire.
- Developed a budget and managed purchases for food, drinks, and firewood.
- Created the Eventbrite ticketing system and managed the guest list to ensure appropriate attendance.
- Assigned volunteer roles to assist with on-site logistics and event flow.
- Addressed a noise complaint with local police, ensuring the event could continue until midnight.
- Oversaw cleanup efforts and handled final venue payments.



SKILLS & TOOLS

Event Strategy & Execution

- **Event coordination & logistics** – Venue sourcing, budgeting, vendor management, on-site execution.
- **Agenda & speaker coordination** – CFP management, training, run-of-show execution.
- **Problem-solving & crisis management** – Handling venue, tech, and last-minute challenges.
- **Creative experience design** – Activations, entertainment, and attendee engagement.

Technology and Platforms

- **Event Management Software:** Aventri (Stova), Eventbrite, Cvent, Sched
- **Project Management Tools:** Smartsheet, Monday.com, Asana
- **Communication & Marketing:** Mailchimp, Canva, Google Workspace, Constant Contact
- **CRM & Data Analysis:** Salesforce, SurveyMonkey, Excel





CONTACT ME!

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Let's work together!