

# DEJA N. HICKS

Passionate Event Manager with extensive experience in planning, coordinating, and executing meetings, conferences, and trade events. Adept at leading teams through all phases of event management, from initial planning to post-event activities, while cultivating strong relationships with clients and stakeholders. Known for exceptional attention to detail, creative problem-solving, and effective communication.

## CONTACT

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[Portfolio](#)

## Education

**Bachelor of Science in Communications, Multimedia Journalism**

Morgan State University - Baltimore, MD

## Skills

**Event Planning:** Attention to details, Organization, Problem Solving, Leadership, Creativity

**Technology:** Word processing, Microsoft Office, Web-design, Social Media Platforms, C-Vent

**Project Management:** Multi-tasking, Business planning, Analytical, Leadership, Event Management,

**Communications:** Writing, public relations, team building, social media, marketing, problem solving, research

## Relevant Coursework

Completed courses through Skillshare and LinkedIn learning, including;

**Hospitality & Guest Experience Management (Skillshare)**

**Time Management & Productivity for teams (Skillshare)**

**Project Planning, Scheduling, resources allocation (LinkedIn Learning)**

## PROFESSIONAL EXPERIENCE

### Event planning manager

Ronald Reagan Building and International Trade Center | Washington DC | 05/2023 – Current

- Plan, coordinate, and execute events in alignment with clients' specifications, budgets, and timelines.
- Manage logistics including venue setup, audio/visual needs, food & beverage minimums, décor, and transportation while ensuring compliance with building and safety regulations.
- Serve as primary liaison between vendors, clients, and in-house staff to ensure seamless communication and exceptional service delivery.
- Develop and present detailed event proposals, contracts, and banquet event orders tailored to client requirements.
- Supervise on-site event operations, troubleshoot issues in real time, and ensure a high level of client satisfaction.

### Catering Manager

Georgetown Law School (Aramark) | Washington, DC | 05/2022 – 05/2023

- Assist clients in planning special events by providing tailored recommendations and creative solutions that align with their vision, budget, and objectives.
- Develop and manage department budgets, including sales forecasting, food cost controls, and labor allocation to achieve financial targets.
- Oversee catering operations for events of varying scale—from intimate gatherings to large conferences—including staffing, scheduling, vendor coordination, and on-site execution.
- Ensure consistent quality of food, presentation, and service by implementing quality assurance protocols and conducting regular evaluations.

### Assistant Events and Rentals Manager

Arena Stage at the Mead Center for American Theatre | Washington, DC | 10/2021 – 05/2022

- Responded to event inquiries and prepared proposals, contracts, event memos, reports, and detailed diagrams to support planning and execution.
- Coordinated and executed events, addressing issues in real time while providing logistical and administrative support to ensure seamless delivery.
- Maintained accurate booking records, processed client payments, and tracked financial documentation to support revenue management.

### Assistant Wedding Planner (Contract)

Ideally Yours DC | Washington, DC | 05/2020- 01/2023

- Assisted with décor setup and ambiance design for wedding ceremonies, cocktail hours, and receptions to ensure alignment with client vision.
- Supported client needs throughout events while coordinating seamlessly with venue staff and vendors to deliver exceptional guest experiences.

### Event Experience Manager

Gaylord National Harbor | Oxon Hill, MD | 1/2019 - 11/2020

- Managed meeting requests, room reservations, and client confirmations with accuracy and attention to detail.
- Planned and coordinated logistics and activities for meetings, conferences, and special events to ensure seamless execution.
- Handled booking adjustments, last-minute changes, and on-site tasks to support successful event operations.