

EVENT PLANNER

SELECTED RESOURCES FROM THE UNI CAREER SERVICES LIBRARY (CSL) ***

Opportunities in Event Planning Careers

Cool Women Hot Jobs

Encyclopedia of Careers and Vocational Guidance

***The Career Services Library (CSL) is temporarily relocated in Rod Library, on the north side of the library's main floor near the Career Collection and north stairwell. Please contact Career Services, 319-273-6857, if you have difficulty in finding any of the CSL resources.

UNI LIBRARIES

Use subject or keyword to search the UNI libraries ([AACSL Library](#), [Rod Library](#), etc.) for information on specific occupations. Enter the career field followed by the phrase "vocational guidance," e.g. event planning - vocational guidance or special events planning. Other subject terms are: "career development," "occupations," "professions," "job descriptions."

SELECTED WEB RESOURCES

(NOTE: Links to non-UNI Internet sites are provided for your convenience and do not constitute an endorsement)

EXPLORING CAREERS

UNI Career Services www.uni.edu/careerservices/

Career Exploration Resources www.uni.edu/careerservices/students/explore/careerresources.html

OOH: Meeting Planners www.bls.gov/oco/ocos298.htm

O*NET Online: Meeting and Convention Planners online.onetcenter.org/link/summary/13-1121.00

Career Profile: Events Coordinator www.em.missouristate.edu/profiles/events_coordinator_walker.htm

JOB HUNTING

UNI Career Services: Find Employers and Jobs www.uni.edu/careerservices/

UNI Career Services CareerLink www.uni.edu/careerservices/careerlink/

MPI: Meeting Professional International www.mpiweb.org/cms/mpweb/mpilandingpages/careers.aspx

Trade Show Exhibitors Association (TSEA): Career Center www.tsea.org/

Monster.com: Career Advice for Event Planners

jobprofiles.monster.com/Content/job_content/JC_Entertainment/JSC_PublicRelationsGeneral/JOB_EventsPlanner/job_zilla_html?jobprofiles=1

UNI Rod Library: Career Related Information and Job Banks www.library.uni.edu/ris/career.shtml

ASSOCIATIONS/ORGANIZATIONS

Meeting Professionals International www.mpiweb.org

Convention Industry Council www.conventionindustry.org

International Special Events Society www.ises.com

Professional Convention Management Association www.pcma.org

Connected International Meeting Professionals Association www.cimpa.org

International Congress & Convention Association www.icca.nl

ConWorld: The Meeting Industry www.conworld.net/

OTHER ONLINE RESOURCES

Event Planner Internet Resource www.event-planner.com

Special Events Magazine www.specialevents.com/

Event Planning Resources www.search-it-all.com/related.aspx/Event-Planning

SEARCH THE INTERNET

Use search engines or subject directories (www.library.uni.edu/dbandcat/search.shtml) to search the Internet. Use keywords such as the name of the field plus careers or jobs - e.g. "event planner careers", "event planner jobs" "event planning careers" or "event planning jobs." Look for categories such as "jobs" or "careers" in subject directories available on the Internet.

SELECTIVE OCCUPATIONAL TITLES

(Some of these occupations may require additional education and experience)

Convention Services Manager	Conference Planning Manager
Conference and Meeting Planner	Event Manager
Convention Coordinator	Catering Convention Services Coordinator/Manager
Event Planner	Trade Show Planner
Festival Organizer	Meeting Planner
Director of Conference Services	Special Events Organizer
Conference Manager	Meeting and Events Coordinator

SELECTED ACTION VERBS FOR THE RESUME

Adapt	Cooperate	Gather	Obtain	Report
Analyze	Create	Generate	Operate	Research
Apply	Demonstrate	Handle	Order	Schedule
Arrange	Design	Identify	Organize	Serve
Assess	Develop	Inform	Organize	Solve
Assist	Distribute	Initiate	Perform	Stimulate
Calculate	Draft	Inspect	Plan	Summarize
Clarify	Edit	Interpret	Prepare	Survey
Communicate	Estimate	Interview	Present	Understand
Compare	Evaluate	Investigate	Program	
Compile	Examine	Maintain	Read/Write/Speak	
Complete	Familiarize	Manage	Record	
Conduct	Formulate	Modify	Relate	

UNI CAREER SERVICES • SSC 214 (East Bartlett) • (319) 273-6857 • www.uni.edu/careerservices/

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