




Lily Bigley


Event & Entertainment Manager

I'm an aspiring event professional passionate about creating unforgettable experiences. With hands-on expertise in event planning, hospitality, and client services, I thrive on attention to detail, teamwork, and delivering moments that leave a lasting impression.

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Hatboro, PA 

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WORK EXPERIENCE

VIP Guest Ambassador Noto Philadelphia

12/2023 - Present

Philadelphia, PA

Achievements/Tasks

- Ensured smooth execution of VIP and private events by adhering to service commitments and expectations.
- Coordinated table assignments, introduced VIP guests to servers, and managed guest lists using TablelistPro.

Event Intern/ Banquet Captain Cedarbrook Country Club

12/2024 - Present

Blue Bell, PA

Achievements/Tasks

- Managed communication with clients to gather event requirements and provide updates.
- Helped set up and break down event spaces, including arranging seating, decorations, and audiovisual equipment.

Front Desk Agent & Event Attendant Sheraton By Marriott

05/2021 - 09/2023

Bucks County, PA

Achievements/Tasks

- Coordinated between housekeeping, kitchen, and vendors to provide seamless service.
- Addressed guest requests promptly and assigned rooms with exceptional customer service.

Event Assistant Historic Philadelphia (Franklin Square)

04/2023 - 10/2023

Philadelphia, PA

Achievements/Tasks

- Acted as a liaison between clients and staff to execute event details and timelines.
- Prepared post-event paperwork and reporting to ensure service quality.

EDUCATION

BS In Event and Entertainment Management Temple University

08/2020 - 05/2025

Philadelphia, PA

Relevant Courses

- The Event Experience
- Food and Beverage Management
- Produced 2024 STHM Career fair
- Event and Entertainment operations/ Revenue

SKILLS

Organize

People skills

Sales & Marketing

Passionate

Attention to detail

Flexible

Teamwork

PERSONAL PROJECTS

Social media marketing For Noto Philadelphia & Cedarbrook Country Club Instagram (2025)

Produced a Career Fair for Temple University (2024)

CERTIFICATIONS

Cvent certified

Spark AI & Chatgpt

Social Tables

Human trafficking certification

Metaverse

RAMP

ServSafe

Heartsaver CPR AED

INTERESTS

ACCT Animal Shelter Volunteer (December 2022 – Present)

Special Olympics Event Coach (June 2018 – 2021)

Game Day Volunteer for Philadelphia Eagles and 76ers (2022 – 2025)

Organizing and Hosting Social Events, From Casual Gatherings To Larger Celebrations (2017-2025)