

Skylar Jean

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SUMMARY

Creative and results-driven Event Producer & Experiential Designer with 9+ years of experience delivering high-impact corporate and social events. Skilled in managing budgets up to \$250K, leading cross-functional teams of 50+, and executing events for audiences up to 1,500 guests. Proven ability to combine creative vision with logistical precision, integrating new technologies and streamlining workflows to exceed client expectations. Strong foundation in design and management, bringing a unique blend of artistic vision and logistical expertise to every project.

RELEVANT EXPERIENCE

Production Coordinator

January 2025 - Present

Independent Contractor - New York

- Coordinate large-scale projects from concept to execution, overseeing vendor communications, budgets, and operational logistics
- Streamlined vendor and production schedules to deliver on-time and on-budget results
- Ensure client satisfaction by providing transparent budget reporting and seamless project delivery

Event Producer & Designer

May 2022 - December 2024

B Floral - New York

- Produced and designed 100+ events, including galas, product launches, influencer activations, and corporate conferences, contributing to repeat clients and strengthening brand presence
- Directed teams of 50+ to ensure flawless event execution and uphold brand and client standards
- Developed detailed proposals with budgets, renderings, and mockups to reduce revisions and ensure alignment
- Managed event budgets up to \$250K, tracked expenses, and delivered reconciled post-event reports
- Introduced new tools (laser cutting, AI imaging, die-cutting) to expand creative offerings and shorten production timelines

Live Event Manager and Experiential Designer

September 2016 - May 2022

Independent Contractor - New York

- Supervised live productions for the entire lifecycle, managing 100+ creative staff across 10+ departments.
- Served as the information hub across all departments to ensure efficiency and success
- Designed scenic and experiential environments, producing renderings, mockups, drafted floor plans, and scale models
- Oversaw construction, installation, and production, ensuring alignment with creative vision and budget

EDUCATION & CERTIFICATIONS

Marymount Manhattan College

Bachelor of Arts - Design and Management

Project Management Certificate

Google Project Management - 2024

SKILLS

Project Management: Budgeting, Vendor Relations, Client Communication, Scheduling, Logistics

Creative & Technical: Experiential Design, Scenic Design, Floorplans, Photoshop, Canva

Leadership: Team Management, Cross-functional Collaboration, Creative Problem Solving