



## Gwendolyn Melton - 44

“ We all know planning a wedding can become very stressful. My job is to make the process as smooth and stress-free as possible. I’m definitely a list maker, and I think that helps to keep me organized and stay on top of all the moving parts. The hours are unconventional, but I get to set my own schedule and decide how many weddings to take on, which I enjoy. When everything goes to plan and you see your clients with their family and friends enjoying one of the happiest days of their life, it makes it all worthwhile. ”

### Occupation:

Wedding Planner

### Salary:

\$52,900

### Education:

Bachelor's Degree

### Job Description:

**Meeting, Convention, and Event Planners** coordinate activities of staff, convention personnel, or clients to make arrangements for group meetings, events, or conventions.\*



\*Source: This information is based on O\*NET™ data. O\*NET is a trademark registered to the U.S. Department of Labor, Employment and Training Administration.

## Job Description:

SOC Code: 13-1121

## Top Job Skills:

- Customer service
- Event coordination
- Calculate the cost of labor
- Time Management
- Management of Personnel and Financial Resources

## General Work Activities:

- Mental Processes
  - Authorize financial actions
  - Verify accuracy of records
  - Develop financial or business plans
- Interacting With Others
  - Correspond with customers to answer questions or resolve complaints
  - Organize special events
  - Confer with personnel to coordinate business operations
  - Negotiate contracts with clients or service providers
  - Conduct eligibility or selection interviews
  - Supervise employees
  - Oversee business processes
- Work Output
  - Prepare financial documents
- Information Input
  - Inspect facilities or equipment to ensure specifications are met
  - Monitor organizational compliance with regulations

Source: SC Works Online Services (SCWOS)

## LEARN MORE WITH SCWOS:

**SC Works Online Services (SCWOS)** is the state's largest job database and provides all of South Carolina's job postings from all major sites, including Monster and Career Builder, in one resource. SCWOS has thousands of positions listed by employers all over the state. To access SCWOS, visit [jobs.scworks.org](https://jobs.scworks.org).

Find in-depth breakdowns of occupational statistics such as necessary job certifications, job skills and abilities, current job openings, overview of general work activities, and more by visiting [O\\*NET.org](https://www.o*net.org).

## JOB STATISTICS:



### Typical Wage Range

\$35,380 - \$59,860



### Projected Growth

237/yr Job Openings



### Employed In-State

1,230



### Required Education

Bachelor's Degree



### Work Experience

Typically  
Requires None



### On-the-Job Training

Typically  
Requires None

\*Source: Occupational Employment and Wage Statistics (OEWS) and the U.S. Bureau of Labor Statistics.

## EXAMPLES OF WORKFORCE AREAS WITH JOB OPENINGS:

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- Trident
- Lower Savannah
- Midlands
- Waccamaw
- Worklink
- Pee Dee

## EXAMPLES OF EMPLOYERS WITH JOB OPENINGS:

Source: SC Works Online Services. Ask an SC Works representative for more information about postings in your area.

- Spanish Peaks Mountain Club
- Michaels Stores, Inc.
- City of Columbia, SC
- Berkeley County, SC
- ARAMARK
- City of North Myrtle Beach, SC

## RELATED OCCUPATIONS:

- First-Line Supervisors of Entertainment and Recreation Workers, Except Gambling Services
- Project Management Specialists
- Social and Community Service Managers

NOTE: All data based on state averages. Information may vary depending on region, experience, and specific employment situation. Last Updated: 2024.