

Event Manager

Highly skilled Event Manager with 4 years of experience in planning and executing successful events. Proven track record in increasing attendance and revenue, negotiating contracts with vendors, and supervising event staff and volunteers. Exceptional skills in event planning, marketing, and post-event evaluation, with a strong commitment to delivering unique and memorable event experiences.

WORK EXPERIENCE

Event Manager 03/2022 – Present
EventWorks Inc.

- Developed and executed a marketing and promotional strategy for a large-scale corporate event, resulting in a 25% increase in attendance and a 15% increase in revenue.
- Negotiated contracts with vendors and suppliers, resulting in a 10% reduction in event expenses while maintaining high-quality services.
- Supervised a team of 20 event staff and volunteers, ensuring seamless event execution and receiving a 95% satisfaction rating from attendees.

Event Coordinator 03/2020 – 03/2022
Celebration Co.

- Created and managed a detailed event plan for a high-profile charity gala, resulting in a successful event that raised over \$500,000 for the organization.
- Implemented a new event registration and ticketing system, resulting in a 30% increase in ticket sales and a more streamlined registration process for attendees.
- Evaluated event success and submitted a post-event report, providing valuable insights and recommendations for future events.

Event Planner 03/2019 – 03/2020
GalaGenius Inc.

- Developed and executed a comprehensive event plan for a large-scale music festival, resulting in a successful event that attracted over 50,000 attendees and generated \$1 million in revenue.
- Collaborated with vendors and suppliers to create a unique and memorable event experience, resulting in a 95% satisfaction rating from attendees.
- Monitored event progress and made adjustments as needed, ensuring a seamless event execution and receiving positive feedback from both attendees and stakeholders.