



# PAUL ELKINGTON

PROJECT MANAGER - LOGISTICS ABSA  
CAPE EPIC

📍 23 Trinity Street, Cape Town, 7441,  
South Africa

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## ABOUT ME

Accomplished and ambitious event and project manager with 10 years' experience in event and project planning. Strongly focused and result-orientated with the ability to complete tasks accurately in a fast-paced environment while meeting deadlines. Innovative and dedicated team player with experience in team leadership.

## WEBSITES & SOCIAL LINKS

LinkedIn:  
<https://www.linkedin.com/in/paul-elkington-a6925683/>

## PERSONAL DETAILS

**Date of birth**  
25 November 1986

**Nationality**  
South African

## LANGUAGES

ENGLISH

AFRIKAANS

## WORK EXPERIENCE

### CAPE EPIC (PTY) LTD

Cape Town  
Sep 2018 - Present

#### Project Manager - Logistics Absa Cape Epic

- Management of crew
  - Budget planning and management
  - Strategic planning
  - Contractor engagement and contract negotiation
  - Venue identification and engagements
  - Venue maps and layouts
  - Logistics requirements
  - Event Master Schedule
  - Successful delivery of logistic elements on event
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- Management across multiple events including:
  - World's premier MTB stage race (Absa Cape Epic)
  - South Africa's favourite 3 day MTB stage race (Wines 2 Whales)
  - South African UCI XCO MTB World Cup in South Africa

### CAPE EPIC (PTY) LTD

Cape Town  
Jan 2017 - Present

#### Event manager - UCI MTB World Cup Stellenbosch

- Budget planning and management
- Strategic planning
- Management of crew
- Management of logistics team
- Sponsor engagements
- Management of suppliers
- Venue identification and engagements
- Venue design and layouts
- Venue management
- Scheduling

### CAPE EPIC (PTY) LTD

Cape Town  
Oct 2016 - Present

#### Project Coordinator - Logistics Absa Cape Epic

- Budget planning and management
- Venue maps and layouts
- Contractor engagement and contract negotiation
- Logistic requirements
- Successful delivery of logistic elements on event

### DIRTOPIA

Stellenbosch  
Jul 2016 - Sep 2016

#### Event Manager

- Designing and managing event plans and layouts
- Liaising with and managing service providers
- Managing all logistics and AV
- Managing budgets to achieve targets
- Obtain relevant permits and source venues
- Managing all aspects of buildup and strike of events
- Sourcing and managing event staff
- Managing event on the day/days of the event.

SKILLS

- TIME MANAGEMENT
- MULTI-TASK MANAGEMENT
- COMPUTER PROFICIENT
- RESULTS-ORIENTED
- TEAM MANAGEMENT
- PROJECT MANAGEMENT
- DOMESTIC AND INTERNATIONAL EXPERIENCE
- CUSTOMER SERVICE
- TEAM PLAYER
- EVENT SEQUENCING
- PROBLEM SOLVING

HOBBIES

SURFING, RUNNING, CAMPING,  
MUSIC AND SPORTS  
ENTHUSIAST

DRIVING LICENSE

Driving license category  
Code 8

**FIERA MILANO**  
Cape Town, Durban & JHB  
Sep 2014 - Jul 2016

- Operations and Event Coordinator**
- Designing and managing floor plans
  - Managing event projects
  - Liaising with and managing service providers and stakeholders
  - Developing and managing event itineraries
  - Managing budgets to achieve targets
  - Obtain relevant permits and source venues
  - Managing all logistics and AV
  - Managing all aspects of buildup and strike of events
  - Liaising with clients
  - Sourcing and managing event staff
  - Managing event on days of the event

**ADVENTURE WORKS**  
Hout Bay, Cape Town  
Jul 2014 - Sep 2014

- Operations Manager**
- Managing event projects
  - Developing and managing itineraries
  - Adhere to budgets to achieve required targets
  - Arrange all necessary bookings
  - Obtain relevant permits and source venues
  - Managing logistics
  - Liaising with clients on requirements
  - Sourcing and managing event staff
  - Managing all branding
  - Organising and facilitating a variety of events ranging from adventure activities to corporate events

**MAKWEDS**  
Cape Town  
Jan 2012 - Jun 2013

- Events Coordinator**
- Hosting successful S.A International rugby events and a variety of club sports events. Managing all brand activations

**VERDIS SOCIAL LOUNGE**  
Cape Town  
Aug 2010 - Jul 2013

- Manager**
- Organize and manage VIP events from catering to design
  - Ensuring customer satisfaction is maintained at all times
  - Managing all brand activations
  - Maintaining stock and circulation of stock items
  - Conducting cash ups
  - Managing staff and managing stock

**JUMEIRAH DUBAI - WILD  
WADI WATER PARK**  
Dubai  
Jul 2008 - Dec 2009

- Team Leader of Operations**
- Working with and managing over 40 different nationalities, ensuring a high standard of customer service is always maintained
  - Manage both minor and critical situations with guests who are in distress
  - Manage VIP clients and functions
  - Conduct performance appraisals of associates in department
  - Cross trained with Jumeirah Hotels in events industry

EDUCATION

## REFERENCES

**GLYN BROOMBERG**  
Cape Epic (PTY) LTD  
**T:** +2772 170 7547  
**E:** glynbberg@gmail.com

**JASON RADE**  
Fiera Milano  
**T:** +2772 099 1785  
**E:** jasonrade@yahoo.com

**AUDREY LLEWELLYN**  
Verdis Social Lounge  
**T:** +2772 783 6714

**NATASHA KROS**  
Makweds  
**T:** +2778 363 2440

**MORANA SIMAC**  
Wild Wadi Water Park - Dubai  
**T:** Skype - morriesmac77

## CAPE PENINSULA UNIVERSITY OF TECHNOLOGY

Cape Town  
2012

## Higher National Diploma

Subjects Covered:

- Communications
- Information Technology
- Tourism Guidance
- Business Finance
- Project Management
- Marketing
- Events Theory
- Event Practical