

Alexander M. Bertrand

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EDUCATION

Bachelor of Science, Recreation Management & Policy
Program & Event Management Option

Class of 2015

Minor: Business Administration

University of New Hampshire, Durham, NH

WORK EXPERIENCE

Events Manager February 2019 - Present
IANS, Boston, MA

- Researched, planned & produced 50+ small- & large-scale Information Security events
- Worked within event budgets to negotiate contracts with venues & vendors
- Oversee on-site event management including food & beverage services, A/V vendors & hotel room blocks
- Consistently evaluating and analyzing feedback to provide elevated attendee experience by incorporating new ideas

Events Coordinator March 2018 – February 2019
IANS, Boston, MA

- Main point of contact for all sponsor logistics for 50+ sponsoring companies
- Manage registration platform (Cvent)
- Source and contract multiple Client Advisory Board Meetings throughout the year
- Plan all connector and sponsorship dinner events
- Manage attendee communication emails
- Design event landing pages for all events
- On-site event set up and registration management

Events Specialist March 2016 – March 2018
IANS, Boston, MA

- Assisted with event planning and implementation of events
- Facilitated on-site event set up and registration management for IANS Forums
- Prepared nametags, materials, packages, registration lists for IANS events
- Printed all event materials for symposiums, workshops and Forums
- Closed out all events as required – survey data entry, certificates of completion, slide share, etc.
- Managed all shipping logistics for IANS event schedule

SKILLS

Microsoft Word, Excel, PowerPoint, Outlook, Cvent, Salesforce, ON24, Adobe Acrobat, InDesign, Dreamweaver, Sitefinity, Getfeedback

REFERENCES

Can be provided upon request