

Professional Summary

Results-driven management professional with 15+ years of experience in event management, planning, and leadership. Proven track record of delivering high-profile events and driving team success. Currently, a seasoned MG09 level manager at Inazuma.co, leveraging expertise to drive business growth and excellence.

Professional Experience

Senior Event Management Director (MG09)

Inazuma.co | January 2020 - Present

Event Management Director (MG07)

Eclipse Events Inc. | June 2015 - December 2019

Key Achievements:

- Successfully managed a team of 10 to deliver a 5,000-attendee conference, resulting in a 25% increase in client retention.
- Developed and implemented a new event planning process, reducing project timelines by 30%.

Responsibilities:

- Led cross-functional teams in event planning and execution.
- Coordinated with vendors and stakeholders to ensure event success.

Senior Event Coordinator (MG04)

Lumina Ltd. | March 2012 - May 2015

Key Achievements:

- Coordinated a series of workshops for a Fortune 500 company, receiving a 95% client satisfaction rating.
- Assisted in the development of event marketing materials, increasing event registrations by 20%.

Responsibilities:

- Assisted in event planning, coordination, and execution.
- Managed event logistics and vendor relationships.

Event Coordinator (MG02)

Nova Ventures | January 2010 - February 2012

Key Achievements:

- Successfully coordinated a charity gala, raising \$100,000 for a local non-profit.
- Developed and maintained event calendars and schedules.

Responsibilities:

- Coordinated event logistics and setup.
- Assisted in event marketing and promotion.

Education

Bachelor of Science in Hospitality Management

University of Nevada, Las Vegas (UNLV) | December 2009

Technical Skills

Event Management:

- Event Planning
- Event Execution
- Venue Selection
- Catering Management

Leadership & Management:

- Team Management
- Strategic Planning
- Budgeting & Cost Control
- Client Relationship Management

Software & Tools:

- Event Management Software (EMS)
- Project Management Tools (Asana, Trello)
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)