

# 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)