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EXPERTISE SKILLS

- Team Building
- Event Coordination
- Risk Management
- Budgeting
- Vendor Management
- Participant Engagement

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Arts in Recreation and Leisure Studies, University of Florida, 2014

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

ADVENTURE EVENT COORDINATOR

Enthusiastic Adventure Event Manager with a passion for creating immersive outdoor experiences that inspire and engage participants. Demonstrated expertise in coordinating multi-faceted events, from team-building retreats to large-scale outdoor festivals. Committed to fostering a culture of safety and enjoyment, ensuring that all events promote well-being and camaraderie among participants. Proficient in managing diverse teams and collaborating with various stakeholders to achieve common goals.

PROFESSIONAL EXPERIENCE

Wilderness Ventures

Mar 2018 - Present

Adventure Event Coordinator

- Coordinated logistics for over 30 outdoor retreats, focusing on group dynamics and participant engagement.
- Managed vendor relationships to ensure high-quality service delivery.
- Designed unique team-building exercises that enhanced group cohesion.
- Conducted risk assessments for all events, prioritizing participant safety.
- Organized feedback sessions post-events to gather insights for future improvements.
- Utilized event management software to streamline operations and communications.

Outdoor Adventure Group

Dec 2015 - Jan 2018

Assistant Event Manager

- Supported the planning and execution of adventure races and outdoor festivals.
- Assisted in budget tracking and financial reporting for multiple events.
- Facilitated communication between departments to ensure cohesive event execution.
- Participated in marketing initiatives to promote upcoming events.
- Monitored on-site activities to ensure adherence to safety regulations.
- Engaged with participants to foster a welcoming and inclusive atmosphere.

ACHIEVEMENTS

- Successfully increased event participation by 35% through targeted outreach efforts.
- Recognized for outstanding customer service by receiving participant satisfaction awards.
- Implemented new safety protocols that improved event safety ratings significantly.