



MICHAEL ANDERSON

Senior Event Manager

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SUMMARY

Dynamic Event Hospitality Manager with over 10 years of extensive experience in orchestrating high-profile events and managing premium hospitality services. Expertise lies in enhancing guest experiences through meticulous planning and exceptional service delivery. Proven track record in leading teams to execute seamless events that exceed client expectations. Adept at negotiating contracts with vendors and managing budgets to optimize resource allocation.

WORK EXPERIENCE

Senior Event Manager Prestige Events Group

Jan 2023 - Present

- Directed the planning and execution of over 50 major corporate events annually.
- Managed a team of 15 event coordinators, ensuring alignment with company standards.
- Negotiated contracts with venues and suppliers, achieving a cost reduction of 20%.
- Implemented a new event management software, improving workflow efficiency by 30%.
- Developed and maintained relationships with key clients, resulting in a 40% increase in repeat business.
- Conducted post-event evaluations to gather feedback and enhance future event strategies.

Event Coordinator Elite Hospitality Solutions

Jan 2020 - Dec 2022

- Coordinated logistics for various events, including weddings and corporate retreats.
 - Assisted in budget management, ensuring adherence to financial constraints.
 - Facilitated communication between clients and vendors to ensure smooth operations.
 - Created detailed event timelines and checklists, enhancing team accountability.
 - Trained new staff in event planning protocols and customer service standards.
 - Evaluated event success through feedback forms and client satisfaction surveys.
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EDUCATION

Bachelor of Arts in Hospitality Management, University of California, Los Angeles

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Event Planning, Budget Management, Vendor Negotiation, Team Leadership, Customer Relations, Event Marketing
- **Awards/Activities:** Awarded 'Event Manager of the Year' by the National Association of Event Planners in 2022.
- **Awards/Activities:** Successfully increased client satisfaction ratings by over 30% on post-event surveys.
- **Awards/Activities:** Recognized for executing a multi-day conference with over 1,000 attendees, receiving accolades from the client.
- **Languages:** English, Spanish, French