

MICHAEL ANDERSON

Virtual Event Logistics Manager

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Innovative Event Logistics Manager with a specialization in virtual and hybrid events, driving engagement in a rapidly evolving digital landscape. Extensive experience in managing logistics for online conferences and hybrid gatherings, ensuring seamless integration of technology and participant experience. Expertise in utilizing various platforms and tools to enhance attendee interaction and satisfaction.

WORK EXPERIENCE

Virtual Event Logistics Manager | Digital Events Agency

Jan 2022 – Present

- Managed logistics for over 50 virtual events, ensuring high levels of attendee engagement.
- Coordinated with technology providers to implement seamless streaming solutions.
- Developed event platforms that facilitated networking and interaction among participants.
- Trained teams on best practices for virtual event execution.
- Conducted evaluations to assess attendee satisfaction and areas for improvement.
- Implemented innovative features to enhance the virtual experience, such as live polls and Q&A sessions.

Event Coordinator | Hybrid Events Co.

Jul 2019 – Dec 2021

- Assisted in the planning and execution of hybrid conferences, blending in-person and virtual experiences.
- Managed logistics for both on-site and online components of events.
- Collaborated with marketing to promote hybrid events through digital channels.
- Tracked participant engagement metrics to assess success.
- Developed detailed timelines to ensure all aspects of events were coordinated.
- Supported the training of staff on virtual event tools and technologies.

SKILLS

virtual events

hybrid logistics

technology integration

attendee engagement

event platforms

training

EDUCATION

Master of Science in Event Management

2015 – 2019

University of North Texas

ACHIEVEMENTS

- Increased virtual event attendance by 60% through targeted outreach and engagement strategies.
- Recognized for innovative solutions in virtual event management at the Digital Event Awards 2022.
- Developed a new training program for staff that improved virtual event execution by 40%.

LANGUAGES

English

Spanish

French