



Michael

ANDERSON

EVENT MANAGER

Proficient Event Manager with a rich background in hospitality and tourism, focusing on high-end weddings and private events. Expertise in curating bespoke experiences that reflect clients' unique visions while ensuring operational excellence. Strong negotiation skills enable favorable contracts with vendors and venues, optimizing budgetary allocations. Proven ability to manage multiple events concurrently, maintaining the highest standards of service and execution.

WORK EXPERIENCE

EVENT MANAGER

Luxury Weddings & Events

2020 - 2025

- Designed and executed over 100 high-end weddings, exceeding client expectations.
- Negotiated contracts with premier vendors to secure exclusive services.
- Managed event timelines and logistics for seamless execution.
- Developed personalized event concepts tailored to clients' desires.
- Coordinated with venues to ensure compliance with regulations and standards.
- Implemented customer feedback systems to enhance service delivery.

ASSISTANT PLANNER

Elegant Affairs

2015 - 2020

- Supported the planning of luxury events and private parties.
- Maintained communication with clients to ensure satisfaction.
- Coordinated logistics and vendor management for events.
- Assisted in the creation of event design proposals.
- Managed guest lists and RSVP tracking.
- Facilitated post-event follow-ups and evaluations.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Wedding planning
- Client relations
- Vendor negotiation
- Budget management
- Event design
- Customer service

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF ARTS IN HOSPITALITY MANAGEMENT, FLORIDA STATE UNIVERSITY, 2013

ACHIEVEMENTS

- Recognized for excellence in service with a client satisfaction rate of 95%.
- Successfully organized a wedding that was featured in a national magazine.
- Increased referral business by 40% through exceptional event delivery.