



MICHAEL ANDERSON

Exhibition Coordinator

Resourceful and detail-oriented Event Operations Coordinator with a focus on trade shows and exhibitions, bringing over 6 years of experience in managing large-scale events. Expertise in coordinating logistics, vendor management, and attendee engagement strategies to create memorable experiences for participants. Demonstrates a strong ability to adapt to fast-paced environments and manage multiple projects simultaneously, ensuring all aspects of event execution are aligned with client objectives.

CONTACT

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- San Francisco, CA

EDUCATION

Bachelor of Arts in Marketing

University of Illinois
2016

SKILLS

- trade show management
- logistics coordination
- vendor relations
- attendee engagement
- project management
- market research

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Exhibition Coordinator

2020-2023

Trade Show Experts

- Managed logistics for over 20 trade shows annually, coordinating all aspects from inception to completion.
- Developed and maintained relationships with exhibitors and sponsors to maximize participation.
- Utilized event management software to track registrations and manage attendee communications.
- Conducted site visits to ensure venues met event specifications and requirements.
- Implemented attendee engagement strategies, resulting in a 35% increase in participation.
- Coordinated post-event surveys to gather feedback and inform future event planning.

Event Assistant

2019-2020

Exhibit Solutions

- Provided logistical support for various exhibitions, ensuring smooth operations during events.
- Assisted in the setup and breakdown of exhibition booths and materials.
- Managed attendee registration processes, ensuring accurate and efficient check-in.
- Collaborated with marketing teams to promote upcoming exhibitions and enhance visibility.
- Conducted research on industry trends to inform event strategies and offerings.
- Maintained detailed records of event budgets and expenditures to ensure accountability.

ACHIEVEMENTS

- Increased exhibitor satisfaction ratings by 40% through improved event execution.
- Successfully negotiated contracts that resulted in a 20% cost savings for events.
- Recognized for outstanding service and dedication at the Annual Trade Show Awards.