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SKILLS

- Guest experience
- Event logistics
- Vendor management
- Catering coordination
- Feedback analysis
- Budget management

EDUCATION

BACHELOR OF SCIENCE IN HOSPITALITY MANAGEMENT, FLORIDA INTERNATIONAL UNIVERSITY

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Successfully executed a wedding event that received a 100% satisfaction rating from clients.
- Recognized for exceptional service delivery during peak event seasons.
- Increased repeat business by 20% through outstanding guest experiences and follow-up engagement.

Michael Anderson

EVENT COORDINATOR

Resourceful Event Promotions Coordinator with a unique background in the hospitality industry, specializing in creating unforgettable guest experiences through meticulously planned events. With over five years of experience in event coordination within hotels and resorts, possesses an in-depth understanding of customer service and satisfaction metrics. Expertise in collaborating with culinary teams, decorators, and entertainment providers to deliver cohesive and delightful experiences.

EXPERIENCE

EVENT COORDINATOR

Luxury Resort & Spa

2016 - Present

- Managed the planning and execution of weddings and corporate retreats, ensuring exceptional guest experiences.
- Collaborated with culinary teams to design customized catering menus that met client specifications.
- Coordinated with vendors to secure high-quality decorations and entertainment services.
- Implemented guest feedback mechanisms to enhance service delivery and event satisfaction.
- Supervised event staff to ensure adherence to service standards and client expectations.
- Monitored event budgets, achieving a 10% cost savings through effective resource management.

ASSISTANT EVENT PLANNER

Elegant Events Agency

2014 - 2016

- Assisted in the coordination of various events, providing logistical support and ensuring smooth operations.
- Engaged with clients to understand their vision and execute events that met their requirements.
- Developed promotional materials and managed social media campaigns to increase event visibility.
- Conducted on-site event management, troubleshooting issues as they arose to ensure seamless experiences.
- Maintained vendor relationships to secure quality services and negotiate contracts.
- Gathered and analyzed guest feedback to drive improvements in service delivery.