



MICHAEL ANDERSON

EVENT MANAGER

CONTACT

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- San Francisco, CA

SKILLS

- Fundraising
- Community Engagement
- Stakeholder Management
- Event Marketing
- Volunteer Coordination
- Budget Tracking

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN NON-PROFIT MANAGEMENT, UNIVERSITY OF SOUTHERN CALIFORNIA

ACHIEVEMENTS

- Increased annual fundraising revenue by 30% through targeted event strategies.
- Recognized as 'Employee of the Year' for outstanding event execution.
- Expanded community partnerships, leading to a 50% increase in sponsorships.

PROFILE

Dynamic and results-oriented Event Services Consultant with extensive experience in the non-profit sector, specializing in fundraising events and community engagement initiatives. Expertise in developing and executing innovative event concepts that resonate with target audiences and drive participation. Exceptional skills in stakeholder relationship management, ensuring alignment of event objectives with organizational missions.

EXPERIENCE

EVENT MANAGER

Charity Events Unlimited

2016 - Present

- Planned and executed over 50 fundraising events, raising over \$1 million annually.
- Collaborated with board members to align event themes with organizational goals.
- Developed promotional strategies that increased event attendance by 40%.
- Managed logistics for events, including venue selection, catering, and entertainment.
- Conducted training workshops for volunteers involved in event execution.
- Established relationships with local businesses for sponsorship opportunities.

ASSISTANT EVENT COORDINATOR

Community Engagement Partners

2014 - 2016

- Supported the planning and execution of community outreach events.
- Assisted in managing event budgets and tracking expenses.
- Coordinated volunteer recruitment and training for various events.
- Utilized social media platforms to enhance event visibility and engagement.
- Gathered feedback post-events to inform future planning efforts.
- Maintained event calendars and schedules for efficient operations.