

MICHAEL ANDERSON

Academic Events Coordinator

- San Francisco, CA
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Dedicated Event Services Consultant with a focus on educational and academic events. Expertise in collaborating with educational institutions to design and execute impactful events that support learning objectives and community engagement. Proven ability to manage all aspects of event planning, from concept development to on-site execution. Strong communication skills utilized to engage stakeholders, including faculty, students, and sponsors.

WORK EXPERIENCE

Academic Events Coordinator | University Events Office

Jan 2022 – Present

- Planned and executed over 30 academic conferences and workshops annually.
- Collaborated with faculty to align event themes with curriculum objectives.
- Managed logistics for events, including venue selection and catering.
- Developed promotional materials to increase event visibility and attendance.
- Coordinated travel and accommodations for guest speakers and presenters.
- Conducted post-event evaluations to assess effectiveness and gather feedback.

Event Planning Intern | Community College Events Department

Jul 2019 – Dec 2021

- Assisted in the planning and execution of student-focused events.
- Supported logistics coordination for multiple events simultaneously.
- Maintained event calendars to ensure timely communication.
- Gathered feedback from participants to inform future programming.
- Collaborated with student organizations to enhance event offerings.
- Created social media content to promote events and engage students.

SKILLS

Event Planning

Academic Collaboration

Stakeholder Engagement

Logistics Management

Communication Skills

Promotion Strategies

EDUCATION

Bachelor of Arts in Education

Berkeley

University of California

ACHIEVEMENTS

- Increased student participation in events by 40% through targeted outreach.
- Successfully managed a national conference with over 300 attendees.
- Recognized for excellence in event organization by university administration.

LANGUAGES

English

Spanish

French