



MICHAEL ANDERSON

Senior Event Coordinator

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SUMMARY

Dynamic and detail-oriented Event Services Officer with over a decade of experience in orchestrating high-profile events and managing diverse event portfolios. Proven expertise in coordinating logistics, negotiating vendor contracts, and ensuring seamless execution of events. Demonstrated ability to enhance client satisfaction through meticulous planning and execution, while also maximizing operational efficiency.

WORK EXPERIENCE

Senior Event Coordinator Elite Event Management

Jan 2023 - Present

- Managed over 50 corporate events annually, with budgets exceeding \$500,000.
- Coordinated logistics for multi-day conferences, including venue selection and catering.
- Developed and maintained relationships with key vendors and stakeholders.
- Implemented event management software to streamline operations.
- Led a team of 10 event staff, providing training and guidance.
- Conducted post-event evaluations to assess success and areas for improvement.

Event Planner Premier Events Co.

Jan 2020 - Dec 2022

- Collaborated with clients to conceptualize and design unique event experiences.
 - Oversaw all aspects of event planning, from ideation to execution.
 - Negotiated contracts with venues and service providers to optimize cost efficiency.
 - Utilized social media platforms for event promotion and engagement.
 - Monitored event budgets, ensuring adherence to financial parameters.
 - Facilitated on-site coordination to guarantee smooth event flow.
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EDUCATION

Bachelor of Arts in Hospitality Management, University of California, 2012

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** event management, vendor negotiation, logistics coordination, budget management, team leadership, client relations
- **Awards/Activities:** Awarded 'Event Coordinator of the Year' in 2020 by the National Event Planning Association.
- **Awards/Activities:** Increased client retention rate by 30% through enhanced service offerings.
- **Awards/Activities:** Successfully executed a charity gala that raised over \$200,000 for local nonprofits.
- **Languages:** English, Spanish, French