



MICHAEL ANDERSON

Senior Event Vendor Manager

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SUMMARY

Demonstrating unparalleled expertise in orchestrating high-profile events, a seasoned Event Vendor Manager excels in curating exceptional experiences through meticulous vendor selection and strategic partnerships. With a robust background in logistics management and procurement, adept at negotiating contracts that optimize budgetary constraints while enhancing service quality. Proven track record in leading cross-functional teams to deliver seamless event execution, ensuring alignment with organizational objectives.

WORK EXPERIENCE

Senior Event Vendor Manager **Prestige Events Inc.**

Jan 2023 - Present

- Developed and executed comprehensive vendor management strategies to enhance operational efficiency.
- Negotiated contracts with vendors, achieving a 20% reduction in costs while maintaining service quality.
- Coordinated logistics for over 50 large-scale events annually, ensuring timely delivery of services.
- Implemented a vendor performance evaluation system that improved service delivery by 30%.
- Trained and mentored junior staff in vendor management best practices and relationship building.
- Collaborated with marketing teams to ensure alignment of event themes with vendor offerings.

Event Coordinator **Elite Gatherings Co.**

Jan 2020 - Dec 2022

- Managed vendor relationships for various corporate events, ensuring quality service delivery.
 - Conducted market research to identify potential vendors and assess their capabilities.
 - Oversaw event logistics, including catering, audiovisual, and décor services.
 - Facilitated communication between clients and vendors to ensure alignment of expectations.
 - Evaluated vendor proposals and made recommendations based on client needs and budget.
 - Assisted in the preparation of event budgets, tracking expenditures against projections.
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EDUCATION

Bachelor of Arts in Event Management, **University of California, Los Angeles**

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** vendor negotiation, logistics management, project coordination, budget planning, relationship management, vendor evaluation
- **Awards/Activities:** Awarded 'Best Event Manager' at the National Event Planning Awards 2020.
- **Awards/Activities:** Increased vendor satisfaction ratings by 40% through strategic relationship management.
- **Awards/Activities:** Successfully coordinated a multi-day international conference attended by over 1,000 participants.
- **Languages:** English, Spanish, French