



MICHAEL ANDERSON

EVENT VENDOR MANAGER

CONTACT

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- San Francisco, CA

SKILLS

- vendor relationship management
- procurement strategies
- budget oversight
- performance analysis
- event technology
- stakeholder engagement

LANGUAGES

- English
- Spanish
- French

EDUCATION

MASTER OF SCIENCE IN EVENT MANAGEMENT, NEW YORK UNIVERSITY

ACHIEVEMENTS

- Successfully managed a portfolio of over 100 events, consistently receiving positive client feedback.
- Recognized for implementing a vendor evaluation system that improved service quality ratings.
- Achieved a 30% increase in event attendance through effective vendor partnerships.

PROFILE

Exhibiting a profound understanding of the event management landscape, an accomplished Event Vendor Manager specializes in the integration of innovative vendor solutions that align with strategic event objectives. With a career marked by the successful execution of large-scale corporate functions, adept at leveraging technology to streamline vendor interactions and enhance event experiences.

EXPERIENCE

EVENT VENDOR MANAGER

Global Events Group

2016 - Present

- Designed vendor management frameworks that improved operational workflows by 25%.
- Established long-term partnerships with key vendors, enhancing service offerings across events.
- Oversaw the procurement process for event supplies, ensuring compliance with budgetary limits.
- Implemented digital platforms for vendor communications, reducing response times by 50%.
- Facilitated training sessions for vendors to align service standards with organizational expectations.
- Analyzed post-event feedback to refine vendor selection and improve future engagements.

ASSISTANT EVENT MANAGER

Creative Solutions Events

2014 - 2016

- Supported the vendor management process for various corporate and social events.
- Assisted in the development of event budgets, tracking vendor-related expenses.
- Coordinated logistics for vendor setups and breakdowns during events.
- Maintained vendor databases, ensuring up-to-date information for quick access.
- Participated in vendor negotiations to secure favorable terms and conditions.
- Collected and analyzed client feedback to inform vendor performance assessments.