

MICHAEL ANDERSON

Senior Event Vendor Manager

- San Francisco, CA
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Distinguished Event Vendor Manager with a proven track record of orchestrating and enhancing vendor relationships within the events industry. Expertise encompasses strategic planning, negotiation, and execution of vendor agreements that align with organizational objectives. Demonstrated ability to cultivate partnerships that enhance event quality and efficiency, while effectively managing diverse teams to drive operational excellence.

WORK EXPERIENCE

Senior Event Vendor Manager | Prestige Events Co.

Jan 2022 – Present

- Developed and implemented strategic vendor management processes that improved event execution efficiency by 25%.
- Negotiated contracts with over 50 vendors, achieving an average cost reduction of 15% across all event services.
- Led cross-functional teams to coordinate logistics and services for events with attendance exceeding 10,000 participants.
- Monitored vendor performance through key performance indicators, resulting in a 20% increase in service quality ratings.
- Designed and executed training programs for vendors, enhancing their service delivery and responsiveness.
- Collaborated with marketing teams to align vendor offerings with promotional strategies, boosting event attendance by 30%.

Event Operations Coordinator | Elite Event Solutions

Jul 2019 – Dec 2021

- Coordinated logistics for over 100 corporate events annually, ensuring seamless execution from planning to completion.
- Established strong relationships with local vendors, enhancing service delivery and reducing event costs by 10%.
- Implemented a vendor evaluation process that improved service selection and vendor accountability.
- Managed event budgets exceeding \$500,000, consistently delivering projects under budget.
- Facilitated communication between vendors and internal teams, streamlining processes and enhancing collaboration.
- Conducted post-event evaluations to assess vendor performance and identify areas for improvement.

SKILLS

vendor negotiation

event logistics

budget management

relationship building

performance analysis

team leadership

EDUCATION

Bachelor of Arts in Event Management

Los Angeles

University of California

ACHIEVEMENTS

- Recognized as "Vendor Manager of the Year" for exemplary performance in 2022 by the National Association of Event Professionals.
- Successfully led a project that increased vendor satisfaction ratings by 40% within one year.
- Instrumental in securing a multi-year partnership with a leading catering service, resulting in enhanced quality and cost savings for events.

LANGUAGES

English

Spanish

French