



# Michael ANDERSON

## EXHIBITION PROJECT MANAGER

Resourceful and detail-oriented Exhibition and Trade Show Manager with a strong background in coordinating diverse events across multiple sectors. Expertise in managing logistics, vendor relationships, and marketing strategies to ensure successful event execution. Demonstrates exceptional organizational skills and the ability to thrive in high-pressure environments. Proven track record of delivering projects on time and within budget, while maintaining high standards of quality and attendee satisfaction.

### CONTACT

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### SKILLS

- Logistics Management
- Budgeting
- Marketing Strategy
- Team Leadership
- Stakeholder Engagement
- Feedback Analysis

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN  
HOSPITALITY MANAGEMENT,  
UNIVERSITY OF NEVADA, LAS VEGAS**

### ACHIEVEMENTS

- Successfully executed a series of exhibitions that increased company revenue by 30%.
- Recognized for outstanding service with the 'Excellence in Event Management' award.
- Increased attendee satisfaction scores by 25% through enhanced engagement strategies.

### WORK EXPERIENCE

#### EXHIBITION PROJECT MANAGER

Events Unlimited

2020 - 2025

- Coordinated over 20 exhibitions annually, focusing on logistics and operational excellence.
- Developed marketing materials that enhanced event visibility and attendee engagement.
- Managed budgets for each event, ensuring financial accountability and transparency.
- Negotiated contracts with vendors, achieving cost savings of 10%.
- Trained and supervised event staff during execution to ensure quality service delivery.
- Conducted post-event evaluations to capture feedback and improve future events.

#### EVENT COORDINATOR

Dynamic Events LLC

2015 - 2020

- Assisted in the organization of corporate events and trade shows.
- Managed logistics and vendor coordination to ensure seamless execution.
- Performed market research to identify trends and improve event offerings.
- Collaborated with marketing teams to develop promotional strategies.
- Provided on-site support during events to ensure smooth operations.
- Gathered and analyzed post-event feedback to inform future planning.