



MICHAEL ANDERSON

ONLINE EVENT COORDINATOR

CONTACT

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-  San Francisco, CA

SKILLS

- Event Coordination
- Client Relations
- Webinar Management
- Marketing Strategy
- CRM Systems
- Vendor Management

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN EVENT MANAGEMENT, UNIVERSITY OF FLORIDA

ACHIEVEMENTS

- Recognized for 'Outstanding Event Planning' by the Florida Event Association 2021.
- Increased webinar attendance by 40% through targeted marketing campaigns.
- Successfully managed a budget of over \$100,000 for multiple events.

PROFILE

Proficient Online Event Coordinator specializing in corporate events and webinars, with a strong emphasis on strategic planning and execution. Possesses a robust background in digital event management, with a focus on enhancing participant engagement and satisfaction. Expertise in liaising with clients to understand their unique requirements and translating them into actionable event plans.

EXPERIENCE

ONLINE EVENT COORDINATOR

Corporate Events Group

2016 - Present

- Orchestrated over 100 webinars and online workshops, achieving an average participant satisfaction score of 95%.
- Developed comprehensive event timelines and checklists to ensure timely execution of all event elements.
- Managed vendor relationships to secure high-quality services and products.
- Implemented feedback mechanisms that led to a 30% increase in repeat attendance.
- Utilized CRM systems to track participant engagement and follow-up effectively.
- Created promotional materials that enhanced event visibility and attendance.

EVENT PLANNING ASSISTANT

Visionary Events

2014 - 2016

- Assisted in the coordination of virtual and hybrid events, ensuring alignment with client objectives.
- Supported the development of marketing strategies to promote events across various channels.
- Maintained detailed records of event logistics and communications with stakeholders.
- Provided on-site support for hybrid events, ensuring a seamless experience for both in-person and virtual attendees.
- Conducted research on industry trends to inform event planning decisions.
- Collaborated with graphic designers to create engaging event materials.