



# MICHAEL ANDERSON

## LEAD WEDDING PLANNER

### CONTACT

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-  San Francisco, CA

### SKILLS

- luxury event planning
- client relations
- design conceptualization
- budget oversight
- vendor management
- team coordination

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN EVENT MANAGEMENT, NEW YORK UNIVERSITY**

### ACHIEVEMENTS

- Awarded 'Best Wedding Planner' by Wedding Industry Awards for three consecutive years.
- Increased client referrals by 50% through exceptional service and personalized experiences.
- Successfully launched a new wedding planning package that generated a 25% revenue increase within the first year.

### PROFILE

Highly skilled event planner specializing in luxury weddings and private functions, bringing forth over 15 years of exceptional service and creative vision. Renowned for curating bespoke experiences that reflect the unique styles and desires of clients. Proficient in managing all aspects of event design, from conceptualization to execution, ensuring a seamless and memorable occasion.

### EXPERIENCE

#### LEAD WEDDING PLANNER

##### Elegant Affairs

*2016 - Present*

- Designed and executed over 100 luxury weddings, ensuring personalized experiences for each couple.
- Collaborated with clients to establish budgets and timelines, maintaining transparency throughout the planning process.
- Supervised a team of coordinators and assistants to ensure flawless event execution.
- Negotiated contracts with top-tier vendors, securing premium services at competitive prices.
- Conducted site visits and developed detailed event layouts to maximize guest experience.
- Utilized design software to create visual representations of event concepts for clients.

#### EVENT SPECIALIST

##### Chic Celebrations

*2014 - 2016*

- Coordinated a range of social events, including corporate parties, galas, and private celebrations.
- Managed vendor relationships and negotiated service contracts to optimize event quality.
- Oversaw all logistical aspects, including catering, transportation, and décor.
- Maintained detailed records of event budgets and expenditures to ensure financial accountability.
- Executed marketing strategies to promote events and increase attendance.
- Provided on-site event supervision to address any arising issues swiftly and effectively.