

# MICHAEL ANDERSON

Senior Event Manager

- San Francisco, CA
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Innovative Senior Event Manager with extensive experience in the hospitality industry, specializing in weddings and private events. Over 11 years of experience in creating unforgettable experiences that reflect the unique vision of clients. Expertise in managing all aspects of event planning, from initial consultation to final execution, ensuring every detail aligns with client expectations.

## WORK EXPERIENCE

### Senior Event Manager | Dream Weddings Co.

Jan 2022 – Present

- Managed the planning and execution of over 200 weddings and private events.
- Collaborated with clients to create customized event themes and designs.
- Oversaw vendor selection and contract negotiations for optimal service.
- Coordinated logistics for all event details, ensuring flawless execution.
- Utilized event management software to track budgets and timelines.
- Conducted post-event reviews to assess satisfaction and gather insights.

### Event Planner | Elegant Affairs

Jul 2019 – Dec 2021

- Assisted in planning high-end weddings and social events for discerning clients.
- Developed strong relationships with key vendors in the wedding industry.
- Managed guest lists and RSVPs to ensure accurate attendance records.
- Coordinated on-site logistics for seamless event flow.
- Gathered client feedback to improve future event offerings.
- Maintained detailed project documentation for all events.

## SKILLS

wedding planning

vendor management

client satisfaction

budget oversight

logistical coordination

event design

## EDUCATION

### Bachelor's Degree in Hospitality Management

2015 – 2019

University

## ACHIEVEMENTS

- Successfully executed over 150 weddings, earning high client satisfaction ratings.
- Awarded 'Best Wedding Planner' by the National Wedding Association in 2023.
- Increased referral business by 50% through exceptional service delivery.

## LANGUAGES

English

Spanish

French