



# MICHAEL ANDERSON

## TECHNICAL SHOW COORDINATOR

### CONTACT

- (555) 234-5678
- michael.anderson@email.com
- San Francisco, CA

### SKILLS

- Technical production
- Logistics management
- Team coordination
- Client relations
- Equipment management
- Problem-solving

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF SCIENCE IN TECHNICAL PRODUCTION, FULL SAIL UNIVERSITY**

### ACHIEVEMENTS

- Successfully coordinated a large-scale tech conference with over 5,000 participants.
- Received a commendation for excellence in technical execution from industry leaders.
- Improved client satisfaction ratings by 20% through enhanced communication and service delivery.

### PROFILE

Results-driven Show Operations Coordinator with a robust background in technical production and logistics management. Expertise in coordinating complex shows and events, ensuring that all technical elements are executed flawlessly. Proven track record of managing diverse teams and fostering collaborative environments that promote creativity and efficiency. Exceptional problem-solving skills enable rapid assessment and resolution of issues during live events.

### EXPERIENCE

#### TECHNICAL SHOW COORDINATOR

##### TechStage Productions

*2016 - Present*

- Supervised the technical setup and breakdown for over 40 live shows each year.
- Collaborated with sound and lighting engineers to ensure high production quality.
- Managed inventory of technical equipment and coordinated rentals as needed.
- Developed training programs for new technical staff to enhance operational efficiency.
- Conducted thorough pre-show checks to ensure all equipment was functioning properly.
- Acted as the primary contact for clients during the event to address any technical concerns.

#### SHOW OPERATIONS ASSISTANT

##### Event Horizon Group

*2014 - 2016*

- Assisted in the planning and execution of corporate and entertainment events.
- Supported the coordination of logistics, including catering and transportation.
- Maintained event timelines and ensured all tasks were completed on schedule.
- Engaged with vendors to secure necessary services and materials for events.
- Provided on-site support during events to facilitate smooth operations.
- Collected and organized feedback from attendees to improve future events.