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SKILLS

- operational management
- participant engagement
- project scheduling
- data analysis
- training
- digital promotion

EDUCATION

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

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased event efficiency by 30% through improved operational practices.
- Successfully managed a portfolio of events generating over \$1 million in revenue.
- Received recognition for outstanding service from multiple clients.

Michael Anderson

VIRTUAL EVENT OPERATIONS MANAGER

Detail-oriented Virtual Event Producer with a strong focus on operational excellence and participant engagement. Expertise in executing virtual events that align with organizational goals while delivering exceptional experiences to attendees. Recognized for effective communication and project management skills, facilitating seamless collaboration among diverse teams. Proficient in utilizing various virtual event platforms to optimize event delivery and engagement.

EXPERIENCE

VIRTUAL EVENT OPERATIONS MANAGER

Elite Events Agency

2016 - Present

- Oversaw the planning and execution of high-profile virtual events for corporate clients.
- Managed project schedules, ensuring timely delivery of all event components.
- Coordinated with technical teams to guarantee smooth event execution.
- Analyzed participant data to enhance future event strategies.
- Trained staff on virtual event tools and technologies.
- Established best practices for virtual event operations to improve efficiency.

VIRTUAL EVENT SPECIALIST

Connect Events

2014 - 2016

- Assisted in the production of virtual conferences and workshops.
- Coordinated logistics, including speaker schedules and technical requirements.
- Monitored live sessions to troubleshoot issues as they arise.
- Gathered feedback from participants to inform future planning.
- Maintained comprehensive project documentation for all events.
- Promoted events through social media and other digital channels.