



MICHAEL ANDERSON

Senior Wedding Event Coordinator

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SUMMARY

Dynamic and detail-oriented Wedding Event Coordinator with over ten years of experience in orchestrating upscale weddings and social events. Renowned for the ability to blend creativity with meticulous planning, ensuring each event is tailored to the client's vision. Proven track record in managing diverse teams and maintaining budgets while delivering exceptional service.

WORK EXPERIENCE

Senior Wedding Event Coordinator **Elegant Affairs**

Jan 2023 - Present

- Managed over 50 high-profile weddings annually, ensuring flawless execution from concept to completion.
- Developed and maintained relationships with over 100 vendors, negotiating contracts to secure favorable terms.
- Oversaw budget management for events ranging from \$50,000 to \$500,000, delivering projects within financial constraints.
- Designed comprehensive event timelines and checklists, enhancing team productivity and communication.
- Implemented client feedback mechanisms, resulting in a 30% increase in client satisfaction ratings.
- Led a team of five junior coordinators, providing mentorship and training to foster professional growth.

Wedding Coordinator **Timeless Events**

Jan 2020 - Dec 2022

- Coordinated logistics for weddings, ensuring all elements aligned with client expectations and design concepts.
 - Executed on-site event setups, including décor arrangement, vendor coordination, and guest management.
 - Utilized project management software to track timelines, budgets, and deliverables, enhancing operational efficiency.
 - Conducted post-event evaluations to identify areas for improvement and implement changes for future events.
 - Facilitated communication between clients and vendors, ensuring clarity and satisfaction throughout the planning process.
 - Developed marketing materials that increased client inquiries by 40% within one year.
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EDUCATION

Bachelor of Arts in Hospitality Management, University of California, Los Angeles

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** event planning, vendor negotiation, budget management, project management software, client relations, team leadership
- **Awards/Activities:** Recipient of the 'Best Wedding Planner' award at the National Wedding Industry Awards in 2022.
- **Awards/Activities:** Increased client retention by 25% through enhanced service offerings and personalized experiences.
- **Awards/Activities:** Successfully executed a wedding for a celebrity client, receiving media coverage and accolades.
- **Languages:** English, Spanish, French