



MICHAEL ANDERSON

LEAD WEDDING EVENT COORDINATOR

PROFILE

Accomplished Wedding Event Coordinator with a robust background in the luxury event sector, specializing in high-end weddings and bespoke celebrations. Demonstrates an exceptional ability to curate unique experiences that reflect individual client preferences while adhering to stringent timelines and budgets. Expertise in leveraging strategic partnerships with top-tier vendors to deliver unparalleled service and quality.

EXPERIENCE

LEAD WEDDING EVENT COORDINATOR

Lavish Weddings

2016 - Present

- Designed and executed over 40 luxury weddings annually, incorporating unique themes and personalized touches.
- Negotiated exclusive contracts with high-profile vendors, ensuring premium quality and service standards.
- Managed detailed project timelines, overseeing all phases of event planning and execution.
- Facilitated comprehensive client consultations to ascertain vision and preferences, resulting in tailored event experiences.
- Implemented a referral program that increased new client acquisitions by 50% within one year.
- Trained and supervised a team of event assistants, fostering a culture of excellence and collaboration.

EVENT PLANNER

Creative Celebrations

2014 - 2016

- Executed logistical planning for weddings, ensuring seamless operations and guest satisfaction.
- Coordinated with various stakeholders to ensure all aspects of the event aligned with client expectations.
- Utilized design software to create visual layouts and presentations for client proposals.
- Conducted vendor research and selection processes, enhancing the quality of event services.
- Managed social media campaigns that increased brand awareness and engagement by 60%.
- Provided post-event analysis to clients, offering insights for future improvements and growth.

CONTACT

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SKILLS

- luxury event planning
- vendor management
- client consultation
- project execution
- team development
- marketing strategies

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN EVENT MANAGEMENT, NEW YORK UNIVERSITY

ACHIEVEMENTS

- Awarded 'Best Event Design' at the International Wedding Festival in 2023.
- Increased overall client satisfaction scores by 35% through tailored event experiences.
- Successfully managed a wedding for a royal family member, resulting in extensive media coverage.