

MICHAEL ANDERSON

Wedding Planner

- San Francisco, CA
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Enthusiastic Wedding Event Coordinator with a focus on creating unique and memorable experiences. With over three years of experience, specializes in small to medium-sized weddings that reflect the personal stories of couples. Known for exceptional organizational skills and a keen eye for detail, ensuring that every aspect of the event is executed with precision.

WORK EXPERIENCE

Wedding Planner | Sweet Celebrations

Jan 2022 – Present

- Managed the planning and execution of over 20 weddings annually, focusing on personalized client experiences.
- Developed and maintained relationships with local vendors to secure quality services.
- Created detailed event timelines to ensure all aspects were executed smoothly.
- Conducted initial consultations with clients to understand their vision and preferences.
- Utilized event planning software to enhance organizational efficiency.
- Provided on-site coordination, addressing any issues that arose during events.

Event Assistant | Happy Days Events

Jul 2019 – Dec 2021

- Assisted in the execution of various weddings, focusing on logistical support and vendor coordination.
- Maintained records of budgets and assisted in tracking expenses.
- Supported on-site management during events, ensuring timely setup and breakdown.
- Communicated with clients to gather feedback and improve services.
- Conducted market research to identify new trends and ideas for wedding planning.
- Developed promotional content that increased social media engagement.

SKILLS

wedding planning

vendor coordination

client communication

logistics management

event software

market research

EDUCATION

Bachelor of Arts in Event Management

Long Beach

California State University

ACHIEVEMENTS

- Achieved a 90% client satisfaction rate through dedicated service and attention to detail.
- Successfully executed a wedding featured in a local bridal magazine.
- Recognized as 'Best Emerging Planner' at the Local Wedding Awards in 2023.

LANGUAGES

English

Spanish

French