



MICHAEL ANDERSON

Senior Wedding Planner

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

SUMMARY

Distinguished wedding planner with over a decade of experience in orchestrating exquisite nuptial celebrations. Expertise lies in curating bespoke events that reflect the unique vision of each couple while ensuring impeccable execution and management of all logistical elements. Proven track record in negotiating vendor contracts, managing budgets, and delivering exceptional client service.

WORK EXPERIENCE

Senior Wedding Planner **Elegant Events Inc.**

Jan 2023 - Present

- Developed comprehensive event timelines and schedules to ensure seamless execution.
- Negotiated contracts with venues and vendors to optimize budgetary constraints.
- Coordinated with catering teams to design customized menus that align with client preferences.
- Managed a team of junior planners and interns to facilitate event setup and operations.
- Oversaw on-site logistics to guarantee adherence to timelines and quality standards.
- Conducted post-event evaluations to gather feedback and improve future planning processes.

Wedding Coordinator **Dream Day Weddings**

Jan 2020 - Dec 2022

- Assisted in conceptualizing and executing themed weddings tailored to client desires.
 - Maintained open communication with clients to ensure alignment with their vision.
 - Collaborated with florists and decorators to create stunning event aesthetics.
 - Executed vendor management processes, including scheduling and payments.
 - Facilitated client consultations to discuss event details and preferences.
 - Provided on-the-day coordination to ensure smooth operations and client satisfaction.
-

EDUCATION

Bachelor of Arts in Hospitality Management, **University of Southern California**

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Event Planning, Budget Management, Vendor Negotiation, Client Relations, Team Leadership, Strategic Communication
- **Awards/Activities:** Successfully planned over 100 weddings with a 95% client satisfaction rate.
- **Awards/Activities:** Recognized as 'Top Wedding Planner' by Event Planning Magazine in 2022.
- **Awards/Activities:** Implemented a new project management system that reduced planning time by 30%.
- **Languages:** English, Spanish, French