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## SKILLS

- Event Planning
- Project Management
- Vendor Negotiation
- Client Relations
- Budget Management
- Team Collaboration

## EDUCATION

**BACHELOR OF ARTS IN EVENT MANAGEMENT, JOHNSON & WALES UNIVERSITY**

## LANGUAGE

- English
- Spanish
- German

## ACHIEVEMENTS

- Successfully managed over 75 events with a 97% client satisfaction rate.
- Recognized as 'Rising Star' in the event planning industry in 2020.
- Increased efficiency in event execution by implementing new management software.

# Michael Anderson

## CORPORATE EVENT AND WEDDING PLANNER

Versatile wedding planner with a strong background in corporate event planning and a passion for wedding design. Over seven years of experience in orchestrating weddings that blend professionalism with creativity, catering to a diverse clientele. Known for exceptional project management skills and the ability to balance multiple priorities while ensuring client satisfaction.

## EXPERIENCE

### CORPORATE EVENT AND WEDDING PLANNER

Elite Events Group

2016 - Present

- Planned and executed corporate events and weddings for high-profile clients.
- Developed project timelines and budgets to ensure successful event delivery.
- Negotiated contracts with venues and service providers to maximize value.
- Coordinated logistics and managed on-site operations for events.
- Maintained strong relationships with clients to understand their needs and preferences.
- Conducted post-event assessments to gather insights for future improvements.

### EVENT COORDINATOR

Celebration Creations

2014 - 2016

- Assisted in planning weddings and corporate functions, ensuring high client satisfaction.
- Collaborated with vendors to secure services and materials for events.
- Managed timelines and schedules, ensuring adherence to deadlines.
- Provided logistical support on event days to ensure smooth execution.
- Facilitated client meetings to discuss event details and preferences.
- Gathered feedback post-events to enhance planning processes.