

First and Last Name

Event Planner | Project Manager

Resourceful professional with 20+ years of project and planning experience. Ability to lead all stages of innovation, branding, and revenue-generating events. Skillful communicator, capable of collaborating with clients and management. Support company initiatives and achieve business goals. Possess strong leadership and budget management skills. Build client portfolios while maintaining long-term relationships. Manage and coordinate programs effectively from start to finish. Willing to travel.

AREAS OF EXPERTISE | CORE SKILLS

Client Focus • Customer Experience • Event Planning/Coordination • Project Management • Business Development • Client Relations • Sales • Event Development • Analytical Thinking • Business Development • Effective Networking • Leadership • Strong Organization • Excellent Written and Verbal Communication • Detail-Oriented • Problem Solving • Critical Thinking • Creativity • Researching • Content Marketing • Microsoft Office 365 • Advanced Excel Functions • PowerPoint Presentations

EVENT PLANNING EXPERIENCE

COMPANY NAME

- Coordinated, planned car show (250+ cars) from conception to completion; scouted and secured location, organized marketing campaign, raffled, vendors, food trucks, and prizes.
- Assisted with arrangement of venue, food, actors, games, raffle, and play of murder mystery event.

COMPANY NAME

- Organized intimate cigar, bourbon, and rye tasting party for 20 people; coordinated outside landscaping, valet, food, music, cigars, alcohol, staffing, flowers, and online betting; all proceeds went to charity.
- Planned snowmobiling trip for 8-10 people up north (3 days/2 nights); arranged lodging in private 10-bedroom home, snowmobiling rental and transfers, catering in house and dining out schedule, and coordinated “menu” of daily activities.
- Arranged trail riding outing for 6 people; rented RV, reserved camp site, prepped/prepared meals, arranged dinner reservations, and coordinated “menu” of daily activities.

LEADERSHIP OPPORTUNITY

TITLE

Company Name

- Provide all critical information (global and local) to the Michigan offices.
- Hold monthly presentations for Michigan offices (roughly 150 employees).
- Plan, coordinate, and budget Michigan office gatherings, parties, awards, gifts, and special events.

ACHIEVEMENTS

- ✓ Provided direct high-level support to Company Name Director of Global Remediation for the Environmental Consortium and the Commercial Real Estate program.
- ✓ Co-managed design, build, and install of powertrain, trim, and final tooling for Company Name project budgets in an excess of \$10 million per plant. Managed 5 plants simultaneously.
- ✓ Executed Company Name vendor contracts; ensured compliance with appropriate companies’ guidelines and insurance requirements.
- ✓ Coordinated multi-facility tooling installations at Company Name truck plants from conception to completion.

“Delivering a Unique Experience from Start to Finish”

WORK HISTORY

TITLE **COMPANY NAME** **MM/YYYY – MM/YYYY**

- Listen to client needs and expectations; deliver beyond client’s expectations.
- Bid new programs (for clients) encompassing multiple facility locations, staff resources, contractors, and expenses; ensure winning projects and programs are met with quality and safety, and they must be on budget.
- Manage multiple staff with a wide variety of skill sets, from field staff to technical experts.
- Maintain schedules, track tasks from start to completion, manage quality of projects.
- Assess weekly budget, evaluate/seek out cost savings, complete client needs and achieve profit.
- Won construction safety specialist program for client in North America; Arcadis is now the preferred vendor for this client; projects range from \$15M to \$300M.

TITLE **COMPANY NAME** **MM/YYYY – MM/YYYY**

- Provided strategic direction for customers; drove business strategy and product development.
- Presented, quoted detailed opportunities to new and existing clients.
- Oversaw cross-functional departments and supervised teams; produced innovative ideas and products.
- Provided consultation and approvals for client-branded content, product, and marketing activities.
- Prioritized, estimated, completed projects in support of client/company needs.
- Translated client objectives and initiated action: accomplished client goals.
- Worked directly with these companies: Pure Michigan, VERSAskins, The Grand Hotel, TREMEC, Grand Traverse Distillery, Mission Pont Resort, M1 Concourse, World Racing League, Fair Racing Development, American Brain Tumor Association, and Veterans Radio America.

TITLE **COMPANY NAME** **MM/YYYY – MM/YYYY**

- Supported Global Account Managers concurrently in multiple locations.
- Performed budget allocation and analysis.
- Monitored resources; achieved client requirements and company profit.
- Composed construction contracts; led negotiation of terms as necessary.
- Outlined meeting agendas, supplied advanced materials, executed follow-up meetings.
- Created, presented presentations used for business development.

PREVIOUS WORK HISTORY

TITLE **Company Name**
TITLE **Company Name**

EDUCATION

BUSINESS ADMINISTRATION AND MANAGEMENT **College/University** **City, ST**
BUSINESS AND COMMUNICATIONS **College/University** **City, ST**