

ROBERT SMITH

Event Management Intern

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a full time position that applies my education, experience, and time management skills in the sports management field. Operating and managing site location inventory, credential sales, employee assignments and payroll. Tracking attendees and payment for events and for annual subscriptions.

CORE COMPETENCIES

Photography: Owner Of Canon Rebel T5 Eos 1200d. Check Out IG Page Ifisch_photography.

PROFESSIONAL EXPERIENCE

Event Management Intern

ABC Corporation - August 2014 – December 2014

Key Deliverables:

- Assisted in full-time staff with day-to-day operations/event planning.
- Answered incoming calls and assistant an answering inquires about the Sports Backers and our Events.
- Assisted with mail-in registration input for all our events and projects.
- Managed projects for events and serve on the event committee.
- Helped with the set-up and breakdown of events both on-site and in the warehouse.
- Assisted with projects in the areas of marketing, event developments and sponsorship as needed.
- Responded to questions via phone and email.

Event Management Intern

Delta Corporation - 2012 – 2014

Key Deliverables:

- Worked directly with Event Coordinators planning and executing unique lifestyle events for the Capital Region with attendance between [] Acted as .
- Organized materials and resources necessary for the production of events.
- Set up and prepare for all sporting events put on by the University Report directly to Event Management Director Game day guerilla marketing on the .
- Ames, Iowa Manage the operations of premium seating areas Oversee part-time staff Serve as a guest service representative during events Communicate .
- Assisted with all event logistics for the annual fundraising gala.
- Communicated with the event venue, entertainers, vendors, and sponsors.
- Facilitated communication with professionals, including venue management, stand designers, caterers, contractors and equipment rentals to ensure .

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EDUCATION

B.S. In Sport Industry

