



# JAMES CLARK

Special Event Manager

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## PROFESSIONAL SUMMARY

Passionate Special Event Manager with 5 years of experience in planning and executing high-impact events that drive engagement and exceed client expectations. Adept at managing logistics, fostering vendor relationships, and leading teams to deliver seamless experiences. Committed to enhancing brand visibility and achieving measurable results through innovative event strategies.

## WORK EXPERIENCE

**Special Event Manager** Jun / 2022-Ongoing  
**Pineapple Enterprises** 📍 Santa Monica, CA

1. Managed the end-to-end planning and execution of trade shows, conferences, and corporate events for diverse industries.
2. Collaborated with marketing teams to align event objectives with business goals, enhancing brand presence.
3. Created detailed event briefs, ensuring clear communication of expectations and outcomes.
4. Developed strategic event plans that optimized resources and maximized ROI.
5. Negotiated contracts with vendors to ensure quality service within budget constraints.
6. Oversaw a budget exceeding \$1 million, ensuring financial accountability and transparency.
7. Provided on-site leadership during events to ensure seamless execution and enhanced attendee experience.

**Event Manager** Jun / 2020-Jun / 2022  
**Crescent Moon Design** 📍 Portland, OR

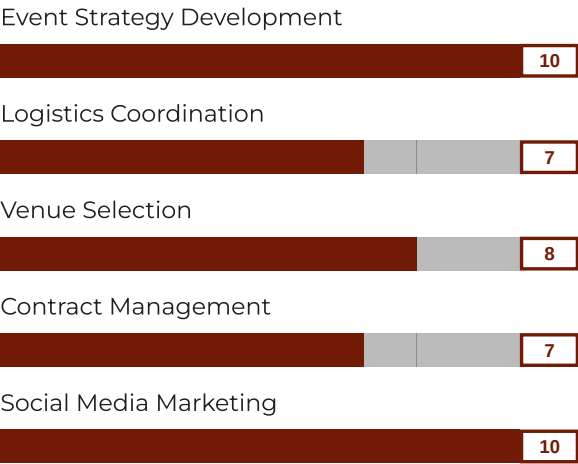
1. Oversaw logistics for events generating over \$9 million in annual revenue through strategic planning and execution.
2. Managed participant engagement for 13 large-scale events annually, enhancing retention and satisfaction.
3. Designed and implemented a unique fundraising stair climb event, raising \$550k in its second year.
4. Administered annual budgets of \$400k, ensuring cost-effective project delivery and resource allocation.

## EDUCATION

**Bachelor of Arts in Event Management** Jun / 2018-Jun / 2020  
**University of Southern California** 📍 Portland, OR

Focused on event planning, marketing, and logistics management to prepare for a career in event management.

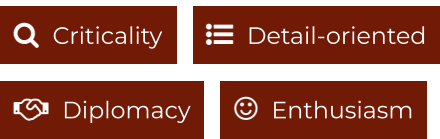
## SKILLS



## INTERESTS

- 🎨 Art 🧘 Volunteering
- 🌲 Hiking 🧘 Yoga

## STRENGTHS



## LANGUAGES



## ACHIEVEMENTS

- ★ Spearheaded corporate events that increased brand engagement by 30%.
- ★ Developed a comprehensive event strategy that reduced costs by 15% while maintaining quality.