



# NOAH WILLIAMS

Event Manager

## PROFESSIONAL SUMMARY

Accomplished Event Manager with 5 years of experience in delivering successful events that captivate audiences and meet client objectives. Proficient in logistics coordination, vendor management, and team leadership, I excel at creating seamless experiences that enhance brand visibility. My commitment to excellence drives both client satisfaction and measurable results.

## WORK EXPERIENCE

**Event Manager** Jun / 2022–Ongoing  
Maple Leaf Consulting Toronto, ON

- Organized and executed over 350 national events annually, ensuring seamless logistics and outstanding attendee experiences.
- Developed and implemented strategic marketing plans to boost event attendance and engagement.
- Collaborated with partners nationwide to fulfill event commitments and deliver superior service.
- Utilized data analytics to optimize event execution and track performance metrics.
- Coordinated domestic and international travel arrangements for event teams, ensuring timely arrivals.
- Created detailed itineraries and managed travel reimbursements for all participants.
- Maintained comprehensive records of player bios and event activities to enhance future planning.

**Event Manager** Jun / 2020–Jun / 2022  
Cactus Creek Solutions Phoenix, AZ

- Scheduled and organized events, including press releases and interviews, to enhance brand visibility.
- Coordinated with celebrity guests to ensure successful event attendance.
- Provided models for promotional events, enhancing marketing efforts.
- Handled administrative responsibilities, ensuring efficient office operations.
- Managed initial escalations and inquiries, maintaining professionalism in all interactions.
- Oversaw company correspondence, ensuring timely communication.

## EDUCATION

**Bachelor of Arts in Event Management** Jun / 2018–Jun / 2020  
University of Event Planning Denver, CO

Studied event planning, marketing strategies, and logistics management.

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## SKILLS

Research Skills  
Crm Software Proficiency  
Catering Coordination  
Networking  
Health And Safety Compliance  
Sponsorship Management

## INTERESTS

Scuba Diving E-sports  
Reading Fiction Puzzle Solving

## STRENGTHS

Stewardship Teamwork  
Tenacity Vision

## LANGUAGES

English Russian Arabic

## ACHIEVEMENTS

- Increased event attendance by 30% through targeted marketing strategies.
- Successfully managed a budget of \$250,000 for multiple high-profile events.