

# Event Producer

# ROBERT SMITH

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## Objective

Event Producer with 2 years of experience in coordinating, configuring the layout, design, and features during a client's virtual engagement process. Providing clients with an understanding of technical requirements to create virtual events and provides training and live day support.

## Skills

Event Coordinator, Product Management, Retail Management, Scheduling.

## Work Experience

### Event Producer

**Fete** - February 2011 - 2016

- Created proposals and high to low budgets based on clients vision and allowance.
- Negotiated vendor contracts to remain on target.
- Executed all event logistics; transportation, rentals, tenting, A/C, staging, power, staffing, security, permits, valet & lighting.
- Supervised associate planners and interned with their daily priorities and weekly goals.
- Guided clients in the selection of vendors; venue, photo, video, caterer, band/DJ, transportation & lodging.
- Assisted in creating floral designs and event decor, event coordination logistics, and management of multiple event productions for weddings and social.
- Researched new businesses, building relationships with clients, and serve as the main contact for vendors.

### Event Producer

**Delta Corporation** - 2014 - 2020

- Planned, organized, and managed club/party event.
- Created marketing designs and materials.
- Scouted and hired talent.
- Raised and managed funds.
- Event Production with 15 employees Event Producer Planned and directed all aspects of large-scale weddings, golf-tournaments, banquets, non-profit, .
- Responsible for hiring and communicating with vendors including contract negotiation, and designing production schedules.
- Managed all contact lists, performed research, acquisition, and shipping of collateral for all Lexus Hybrid events.

## Education

BA in Human Relations - (University of Oklahoma - Norman, OK)