

Robert Smith

Event Producer

CONTACT DETAILS

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PERSONAL STATEMENT

As an Event Producer, responsible for handling event organization from the conception stage to completion. and also discussing requirements with clients, developing budgets, negotiating contract terms, contacting guests, booking venues, liaising with suppliers and service providers, and coordinating event promotion.

SKILLS

Coordinating Skills,
Event Management
Skills.

WORK EXPERIENCE

Event Producer

ABC Corporation - January 2008 - June 2011

Responsibilities:

- Designed Keynote presentations for high-end clients and internal company presentations on emerging event trends.
- Coordinated vendors for events weekly for Revel Global Events, Revel Decor, Revel Space, and Limelight Catering.
- Provided on-site coordination for events, including galas, weddings, social events, fundraisers, etc.
- Trained new hires on the business protocol, internal procedures, and software systems.
- Developed procedures for lead tracking via the internal system and Salesforce.com, inbound sales inquiry distribution, etc.
- Produced sales hype meetings/email enablement about upcoming Summits and opportunities.
- Provided updates to the Sales and Customer Success teams about upcoming Summits's inventory, stats, and other relevant information.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Event Producer

Delta Corporation - 2009 - 2015

Responsibilities:

- Created B&H's largest experiential marketing initiative by launching Event Space, a multimedia learning center Produced over 300 events a year.
- Quoted prices, credit terms, and contracts for all RFPs.
- Implemented a consultative selling approach on all inbound calls for events ranging from 25-300 people.
- Management of all on-site private events.
- Full event production including sales, marketing of the brand, management of staff.
- Designed, fabrication, and installation of entire event.
- Worked with Event Producer to deliver at least 2 Summits per month to deadlines within an 8-week production cycle

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

Bachelor of Arts in English; minors in Entrepreneurship and Professional Writing - 2008(The Ohio State University - Columbus, OH)

