

LIAM ANDERSON

Event Services Manager

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PROFESSIONAL SUMMARY

Dynamic Event Services Manager with 7 years of experience in planning and executing diverse events, including corporate functions and large-scale celebrations. Skilled in enhancing client engagement, optimizing budgets, and leading effective teams to ensure seamless operations. Passionate about delivering distinctive experiences that drive satisfaction and foster lasting relationships.

WORK EXPERIENCE

Event Services Manager
Pineapple Enterprises
Apr / 2020-Ongoing
Santa Monica, CA

- Coordinated all logistical aspects of events, ensuring seamless collaboration between departments.
- Compiled detailed production manuals from show specifications and schedules for team distribution.
- Monitored event processing and maintained production schedules to ensure timely execution.
- Managed procurement of event-specific materials to meet client specifications.
- Generated invoices and managed financial transactions related to events.
- Addressed client requests and special requirements to enhance service delivery.
- Conducted post-event evaluations to identify areas for improvement and ensure client satisfaction.

Event Services Manager
Lakeside Apparel Co
Apr / 2018-Apr / 2020
Chicago, IL

- Oversaw the opening and closing of facilities, ensuring safety and security protocols were followed.
- Managed convention floor operations for events with up to 4,000 attendees, ensuring a smooth experience.
- Assisted in the planning and execution of high-profile galas and corporate conventions.
- Maintained the cleanliness and functionality of banquet spaces at the largest hotel conference center on Long Island.
- Coordinated all aspects of over 80 annual events, managing a budget exceeding \$550,000.

EDUCATION

Bachelor of Arts in Hospitality Management
University of Central Florida
Apr / 2016 - Apr / 2018
Denver, CO

Focused on event planning, customer service, and hospitality operations.

SKILLS



INTERESTS

- Home Brewing Wildlife Conservation
Running Public Speaking

STRENGTHS

- Willingness Wisdom
Zeal Ingenuity

LANGUAGES



ACHIEVEMENTS

- Increased client satisfaction ratings by 30% through enhanced event planning and execution.
- Successfully managed a portfolio of over 80 events annually with a budget exceeding \$550,000.