

BENJAMIN LEE

Conference Coordinator

support@qwikresume.com (123) 456 7899 Los Angeles
www.qwikresume.com



PROFESSIONAL SUMMARY

Accomplished Conference Coordinator with 7 years of experience in planning and executing large-scale events. Proven expertise in logistics management, vendor negotiations, and attendee engagement. Adept at fostering collaboration across teams and ensuring seamless execution. Committed to enhancing participant experiences and driving successful outcomes through strategic planning and attention to detail.

WORK EXPERIENCE

Conference Coordinator Feb / 2021-Ongoing
Pineapple Enterprises Santa Monica, CA

1. Trained new colleagues in event coordination protocols, improving team efficiency.
2. Utilized Microsoft Office Suite to facilitate communication and reporting for event projects.
3. Created detailed tracking reports for events, ensuring accurate budget management.
4. Served as Secretary for the organization's event planning committee, leading fundraising initiatives.
5. Designed promotional materials using Microsoft Publisher and PowerPoint to enhance event visibility.
6. Maintained organized documentation across all event planning departments to streamline operations.
7. Utilized OPERA to manage guest information and vendor billing processes efficiently.

Conference Coordinator Feb / 2018-Feb / 2021
Lakeside Apparel Co Chicago, IL

1. Implemented and coordinated annual conferences for a base of 27,000 consultants, enhancing overall satisfaction.
2. Developed comprehensive conference parameters, ensuring alignment with organizational goals.
3. Managed vendor relationships for audiovisual, transportation, and logistics, optimizing event delivery.
4. Coordinated onsite logistics, including floor plan layouts and security, for seamless event execution.
5. Led efforts in employee events, fostering team engagement and collaboration within the organization.

EDUCATION

Bachelor of Arts in Communication Feb / 2015-Feb / 2018
University of California, Los Angeles Phoenix, AZ

Focused on communication strategies and event management.

SKILLS



INTERESTS

- Woodworking Star Gazing
Theatre Architecture

STRENGTHS

- Politeness Determination
Ambition Dedication

LANGUAGES



ACHIEVEMENTS

- Successfully coordinated over 25 large-scale conferences, increasing attendee satisfaction by 30%.
- Streamlined vendor selection process, reducing costs by 15% while enhancing service quality.