



# WILLIAM PEREZ

## Meeting Planner

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### PROFESSIONAL SUMMARY

Strategic Meeting Planner with a decade of experience orchestrating impactful events. Adept at managing logistics, vendor partnerships, and client relations to ensure flawless execution and memorable experiences. Passionate about leveraging meticulous planning and innovative strategies to achieve organizational objectives and enhance stakeholder engagement.

### WORK EXPERIENCE

**Meeting Planner**  
Pineapple Enterprises  
Mar / 2018-Ongoing  
Santa Monica, CA

- Conducted site visits to evaluate potential venues, assessing suitability for client needs.
- Managed a detailed timeline and conference calendar to ensure all deadlines were met.
- Coordinated session scheduling, space assignments, and program content in collaboration with speakers and stakeholders.
- Identified and secured co-sponsorship opportunities with various organizations.
- Collaborated with the marketing team to execute effective communication strategies for event promotion.
- Produced custom event branding in partnership with graphic designers.
- Created detailed event agendas, outlining schedules, speakers, and activities for participants.

**Meeting Planner**  
Crescent Moon Design  
Mar / 2015-Mar / 2018  
Portland, OR

- Architected and executed diverse events and educational programs across multiple formats, including virtual and in-person.
- Served as the primary liaison for venues and suppliers, managing all logistics and monitoring room attrition.
- Designed detailed budgets and expense reports for events, collaborating with stakeholders to ensure financial accountability.
- Updated the company website to reflect confirmed events, program content, and speaker information.
- Provided internal support for member events and handled registration inquiries efficiently.
- Conceptualized hotel event briefs, coordinated off-site dinners, managed meeting room logistics, and developed detailed agendas for vendors.

### EDUCATION

**Bachelor of Arts in Hospitality Management**  
University of Southern California  
Mar / 2012 - Mar / 2015  
Seattle, WA

Gained comprehensive knowledge in event planning, marketing, and hospitality management.

### SKILLS



### INTERESTS

- Podcasts  
Language Learning  
Dancing  
Cycling

### STRENGTHS

- Intuition  
Leadership  
Listening  
Mentorship

### LANGUAGES



### ACHIEVEMENTS

- Successfully reduced event costs by 15% through effective vendor negotiations and resource management.
- Coordinated over 50 large-scale events annually, consistently receiving positive feedback from attendees.