

WILLIAM PEREZ **Meeting Planner**

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

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

mar/2018-Ongoing

Pineapple Enterprises

耳 Santa Monica, CA

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

Meeting Planner

Mar / 2015-Mar / 2018

Crescent Moon Design

♣ Portland, OR

- 1. Architected and executed diverse events and educational programs across multiple formats, including virtual and in-person.
- 2. Served as the primary liaison for venues and suppliers, managing all logistics and monitoring room attrition.
- 3. Designed detailed budgets and expense reports for events, collaborating with stakeholders to ensure financial accountability.
- 4. Updated the company website to reflect confirmed events, program content, and speaker information.
- 5. Provided internal support for member events and handled registration inquiries efficiently.
- 6. 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

Mar / Mar / 2015

University of Southern California

■ Seattle, WA

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

SKILLS

On-site Management

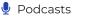




Feedback Analysis











STRENGTHS







LANGUAGES



ACHIEVEMENTS



Coordinated over 50 large-scale events annually, consistently receiving positive feedback from attendees.