

Gary White

Events coordinator

AREAS OF EXPERTISE

Events planning

Scheduling facilities

Public relations

Table planning

Marketing

Project management

Operations coordinating

PROFESSIONAL

*Understanding
Stewarding at Spectator
Events
(City & Guilds)*

First Aid Certificate

French speaker

PERSONAL SKILLS

Drive

Energetic

Enthusiasm

Team player

PERSONAL DETAILS

*Gary White
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DOB: 12/09/1985

Driving license: Yes

Nationality: British

PERSONAL SUMMARY

A highly competent, capable and resourceful events coordinator with good all round experience of event development, management and marketing. Self-motivated, enthusiastic and with a can-do positive attitude with a proven ability to ensure the smooth running of each event hosted. Experienced in budget management and hosting annual conferences, receptions and promotional events. Ability to keep a level head at all times and considers no job too big or too small.

Looking for a career advancement opportunity with a company that will challenge my problem solving skills and allow me to further develop my potential.

WORK EXPERIENCE

Conference Organising Company – Coventry

EVENTS COORDINATOR June 2008 - Present

Planning & organising all practical aspects of events i.e. catering, audio visual, room set up, car parking, security & cleaning. Managing key supporter relationships with significant individuals & also identifying opportunities to up sell.

Duties:

- Developing, organising, planning and promoting a range of large scale events.
- Reviewing and sourcing the locations where the event is to be held.
- Creating promotional material for the event & distributing it to the target audience.
- Arrange security and advise on health and safety issues.
- Preparing and managing budgets for the event.
- Ensuring adequate staff are available for the event.
- Creating a table sales database for all events.
- Post event tasks, managing evaluation form analysis, thank you emails.
- Identifying opportunities to up sell.
- Taking provisional bookings & obtaining written confirmation.
- Liaise and negotiate with suppliers such as florists and external caterers.
- Assisting with direct marketing initiatives and promotional activities.
- Conducting a follow up analysis of events.
- Maintaining an inventory of facility & equipment used.
- Building good client and sponsor relationships.
- Sending out accurate client contracts and ensuring they are signed & returned within appropriate deadlines.

KEY SKILLS AND COMPETENCIES

- Ability to work under pressure and meet tight deadlines.
- Very good interpersonal and presentational skills.
- Experience of organising conferences, weddings and banqueting events.
- Well presented, attention to detail and excellent time management skill.

ACADEMIC QUALIFICATIONS

BA (Hons) Event Management
Nuneaton University 2005 - 2008

A levels: Maths (A) English (B) Technology (B) Science (C)
Coventry Central College 2003 - 2005

REFERENCES – Available on request.

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