**Event Executive Resume**

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**Job Objective** Searching for a challenging career as Event Executive of well-established company in which to put my skills to the test.

**Highlights of Qualifications:**

* Extensive experience in B2B events marketing
* Excellent organizational and time management skills
* Strong project management skills
* Effective written and verbal communication skills
* Ability to build close and trusted relationships with people
* Ability to learn, use and understand technology

**Professional Experience:**

Event Executive  
Holland America Entertainment,Epsom, NH  
August 2007 – Present

* Assisted with marketing campaigns and collateral.
* Managed delegate registrations, queries and requests.
* Conducted outbound calling to delegates.
* Prepared onsite delegate materials and event guides.
* Maintained and updated registration reports.
* Managed logistical situations.
* Provide customer service to events sponsors.

Event Executive  
TriVita, Inc, Epsom, NH  
May 2004- July 2007

* Planned and assisted in coordination of events and recognition.
* Administered event co-ordination after delegation by Events Manager.
* Trained and mentored staff on events procedure, production techniques.
* Maintained client and delegate confidential information during events.
* Provided transportation for visitors.

**Education**

Bachelor’s Degree in Mass Communication  
Indiana University, Bloomington, IN