

# Kate Thompson

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## SUMMARY

An ambitious, organized and creative Event Manager highly experienced in consulting with clients, managing budgets, booking venues, contacting guests and speakers, promoting the events, and liaising with suppliers. Proficiently manage events, conferences, ceremonies and ensure the execution of services with the highest level of professionalism. Promote teamwork and maintain proper customer service standards to guarantee a successful experience.

## ACADEMIC QUALIFICATIONS

London University,  
*Event Management*

2003 – 2008

## EXPERIENCE

**Event Manager**, Bright Company, London

06/2008 – Present

- ⊕ Created new marketing strategies with the goal of generating new opportunities for sales team.
- ⊕ Organized all partner and client events such as dinners and social events for relationship building.
- ⊕ Developed long-term business plan for each partner with the goal of generating revenue and pipeline.

**Lead Bartender**, Safari, London

03/2004 – 05/2008

- ⊕ Recognized as the highest-grossing bartender on staff for five years straight.
- ⊕ Organized and financed over 50 highly successful live music events.
- ⊕ Managed social media strategy, branding and street teams to ensure event attendance.

**Event Manager**, Sunny Beach, London

09/2003 – 03/2004

- ⊕ Lead weekly operations meetings with marketing, delegate recruitment, sales, editorial, and creative teams to ensure that events remained on track and stayed within budget.
- ⊕ Collaborated with paid event sponsors to secure project deliverables and manage client relations.
- ⊕ Worked with contracted venues on securing hotel rooms, room configuration, registration and meeting materials, and ordering of food and beverage and audio/visual equipment set-up.

## SKILLS

- ⊕ Organisation
- ⊕ Negotiation
- ⊕ Detail Orientation
- ⊕ Leadership
- ⊕ Creative Thinking
- ⊕ Strategic Planning
- ⊕ Designing
- ⊕ Collaboration
- ⊕ Budget Allocation
- ⊕ Activities Supervision
- ⊕ Meetings Attending
- ⊕ Reports Making