

+44 1234 567890
example@cvmaker.uk

London, UK

Sarah Mitchell

Work Experience

Senior Event Manager, Gala Events Ltd. - London, UK | 2016 - Present

Lead a dynamic team of event professionals in the strategic planning and execution of prominent corporate events, ranging from impactful product launches. Oversee and drive rigorous risk management procedures, ensuring events run smoothly without major disruptions. Attend conferences to prestigious award ceremonies, enhancing company's reputation.

- Successfully managed budgets ranging from £100K to £1M, consistently delivering events within budget.
- Negotiated and secured contracts with venues, caterers, and entertainment providers, resulting in up to 20% cost savings.

Junior Event Coordinator, Event Excellence Ltd. - Manchester, UK | 2013 - 2016

Assisted in the planning and execution of a wide range of events, from small corporate meetings to large-scale community festivals. Collaborated with vendors, sponsors, and clients to ensure all event logistics were well-coordinated. Conducted site visits, assessed venue suitability, and managed event setups. Supported the development of event budgets and tracked expenses.

- Ensured flawless coordination of diverse events, showcasing versatility by successfully managing small-scale corporate meetings and large-scale community festivals.
- Received accolades and commendations from clients for outstanding dedication, professionalism, and the ability to deliver memorable events that met and surpassed their objectives.

Education

Bachelor of Arts in International Tourism & Event Management, University of Glasgow, UK, 2013

About

Dedicated and results-oriented Event Manager with 5+ years of experience in end-to-end event planning, including budgeting and client relations. Excellent communication and leadership skills with proven ability to lead and motivate event teams to achieve outstanding results. Skilled in event marketing and promotion strategies to maximize attendance and engagement.

Skills

Event Planning
Vendor Negotiation
Project Management
Marketing and Promotion
Venue Selection
Team Leadership
Budget Management
Strategic Planning

References

Available on request