

Olivia Brown

Event Manager

Miami, FL | (123) 456-7890 | youremail@example.com | LinkedIn | Portfolio

Event manager with six years of planning corporate conferences and consumer experiences. Expert in vendor negotiation, budget management, and attendee engagement.

Professional Experience

EVENT MANAGER | GALAEVENTS | MIAMI, FL | JULY 2018 – PRESENT

- Produced 20+ annual events with budgets up to \$500K, achieving 98% attendee satisfaction
- Negotiated vendor contracts that reduced costs by 15%
- Coordinated teams of designers, caterers, and AV specialists to deliver seamless experiences

EVENT COORDINATOR | PARTYPROS | MIAMI, FL | MAY 2015 – JUNE 2018

- Assisted in planning 50+ social and corporate events, managing logistics and vendor relations
- Developed event timelines and run-of-show documents to ensure flawless execution

Key Skills

- Budget management
- Logistics planning
- Attendee engagement
- Vendor negotiation
- Team coordination

Education

B.A. Hospitality Management | B.A. Hospitality Management, Gainesville, FL
May 2014

Certifications

- PMP (PMI), November 2016