**EVENT MANAGER RESUME**

Randall Harrington

Certified Event Manager

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**Summary of Qualifications**

Detail-oriented corporate event manager with 4 years of experience in coordinating company conferences, travel, and meetings. CSEP and CMP certified. Reduced needed budget for corporate events by 15%. Seeking to further develop skills and experience by maturing with Morgan & Jones Capital as the new corporate event manager.

**Work Experience**

**Corporate Event Manager, May 20XX–March 20XX, JSM Global, New York, NY**

* Planned all manner of corporate events, including trade shows, international meetings, corporate retreats, company outings, conferences, and more.
* Managed all areas of events, from pre-planning, through the event day, and post-event activities.
* Supervised team of event planners and assistants, while hiring support staff, caterers, and other contract workers as necessary.
* Determined appropriate levels of staffing and budget to stay within given monetary parameters.
* Organized logistics of event preparation, including location scouting, stage design, venue decor, and program implementation.
* Awarded the 20XX “Top Event Manager in 2018, Northeast US” from Event Pros.
* Reduced needed budget for corporate events by 15% from new venue partnership and vendor replacement.

**Event Coordinator, January 20XX–May 20XX, Perfect Happenings, New York, NY**

* Coordinated logistics, finances, venue, preparation, planning, and closeout of events.
* Liaised with and supervised event staff, vendors, food caterers, servers, and other hired hands.
* Applied budget frugally to ensure no cost overruns and timely payment of support staff.
* Participated in venue scouting, set design, location decor and arrangement, seating, and other event management duties.

**Education**

Bachelor of Science in Event Management

City University of New York, New York, NY

Graduation: 20XX

**Relevant Coursework**

* Corporate and Industry Events
* Management of Meetings
* Fundraising & Sponsorship
* Public Relations
* Promotions & Contracts
* Tourism & Hospitality Management
* International Events & Conventions
* Global Hospitality & Cultural Awareness

**Key Skills**

* Event Planning & Coordination
* Venue Selection, Setup, and Design
* Staff Management
* Guest Reservations & Arrangement
* Event Logistics & Finances
* Leadership Skills

**Certifications**

* Certified Special Events Professional (CSEP), International Live Events Association
* Certificate in Meeting & Event Management, NYSH
* Certified Meeting Professional (CMP), Events Industry Council