

EVENT MANAGER CV

Example by CV Genius

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Bath, BA7 9KH •

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PERSONAL STATEMENT

Experienced professional with 5 years of experience in event management, sales, and local networking. Recognised as a natural networker, skilled at creating contacts through local organisations, groups, and online platforms. Proven track record in driving business growth, fostering community engagement, and delivering results. Ready to excel as a Bookings and Event Manager at Create Centre Bristol..

EDUCATION

University of Bath (20xx – 20xx)

French Studies with Italian (2:1)

University of Poitiers (20xx – 20xx)

Poitiers, France

French Language Exchange Programme

KEY SKILLS

- Fluent French
- Conversational Italian
- Event Management
- Sales
- Networking
- Communication
- Negotiation
- Customer Service
- Time Management
- Microsoft Office Suite
- Contract Management
- Budget Management

WORK EXPERIENCE

Fundraising and Event Coordinator | Jun 20xx – Present

HAMMERSMITH GROUP, Bath

- Manage groups and events as part of the Venue Services team, meeting with clients and negotiating budgets that retained profitability and market competitiveness
- Implemented a targeted campaign focusing on niche event markets, leveraging influencer marketing to broaden our reach and boost venue footfall by 20% in 2 months
- Exceed client expectations by striving to accommodate specific audio-visual requirements, custom catering menus, and unique room setup configurations.
- Handle rooming lists, payment instructions, and other relevant group information for an average of 20 events per month
- Interact with guests to create warm and welcoming environments, contributing to a 98% satisfaction rate in our most recent feedback survey

Event Coordinator | Apr 20xx – Jun 20xx

ST JAMES HOTEL, Cirencester

- Developed and launched an "Early Bird" booking incentive, offering discounted rates for advance bookings, which significantly increased event bookings by 25%

HOBBIES & INTERESTS

- Hiking
- Painting
- Baking

- Enhanced our online presence through social media promotions and virtual tours of event spaces, achieving a 30% uptick in new customer inquiries
- Leveraged knowledge of Salesforce to manage relationships with vendors, sponsors, and attendees and ensure attentive customer service
- Managed time effectively, working closely with the Event Operations Manager to organise weekly tasks, resulting in a 10% increase in overall team productivity

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That's why each one of our CV templates is carefully created to make your application look polished and easy to read. Additionally, our templates are designed to help your CV get past the Applicant Tracking System software that many large employers use to scan through applicants.

However, writing an impressive CV isn't only about the template you use. Make sure your CV also highlights your qualifications, skills, and experience by using our free resources and reading our articles written by certified career coaches:

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Best regards,

The CVGenius Team