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## Conference Manager Resume

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### Job Objective

Searching for Conference Manager position where my skills and special training can be used for the good of the company.

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### Highlights of Qualifications:

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- Admirable experience to plan events and communicate with officials and clients
  - Sound knowledge of distribution channels
  - Operational knowledge of Microsoft Office applications
  - Ability to maintain strategic meeting management software
  - Ability to evaluate all plans
  - Excellent customer service skills
  - Skilled to manage all collaboration services
  - Proficient in FINRA regulations
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### Professional Experience:

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#### Conference Manager

Luxury Resorts & Hotels, Youngtown, AZ

October 2008 – Present

- Designed and maintained various conference work plans.
- Designed confirmation letters for clients and vendors.
- Prepared contract documents and monthly reports.
- Coordinated with vendors and processed all bills.
- Evaluated all meeting materials in coordination with team.
- Supervised and reviewed all conference materials for clients.
- Designed and executed application screening process.
- Provided onsite peer support to all clients.
- Performed hotel searches and evaluated spaces.

#### Conference Coordinator

Gaylord Hotels, Youngtown, AZ

August 2003 – September 2008

- Developed continuous improvement plans for employees.
- Supervised various policies and procedures for conference services.
- Prepared and analyzed all conference trends.
- Participated in meetings and provided performance update.
- Performed performance assessment for employees on annual basis.
- Assisted to select appropriate candidate to assist in hiring process.

#### Conference & Event Planner

Destination Hotels & Resorts, Youngtown, AZ

May 1998 – July 2003

- Planned various conferences and meetings for organization.
  - Developed and distributed program statement of work.
  - Assisted to select appropriate venue and prepared materials.
  - Evaluated post meeting data and tracked progress.
  - Prepared electronic and print materials for all programs.
  - Coordinated with clients to design program agenda as per objectives.
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### Education:

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Bachelor's Degree in Business Administration

Missouri Valley College, Marshall, MO

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