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## Event Consultant Resume

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### Job Objective

To obtain an Event Consultant position and contribute to the success and reputation of the company.

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### Work Experience:

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Event Consultant, August 2005 – Present  
GenQuest, Inc., Salem, MA

- Planned and synchronized activities related to meetings and events.
- Maintained contact with customer during the course of event.
- Promoted, developed and implemented measures to achieve cost-effective improvements in operations.
- Developed methods to measure the event's success.
- Evaluated problems and developed solutions that served the client in the best possible way.

Event Consultant, May 2000 – July 2005  
OLSTEN STAFFING, Salem, MA

- Suggested activities that produced revenue for client.
  - Developed ideas and designed events based on client requirements.
  - Controlled expenses and interacted with business clients and external vendors.
  - Worked in day-to-day operations of event planning and event equipment.
  - Developed proposals and worked with management to contract for client-approved services.
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### Summary of Qualifications:

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- Extensive experience in event management
  - Skilled to plan and direct event activities
  - Amazing ability to deal effectively with people of varying personality, temperament and personal attitudes
  - Proficient with meeting management software, Illustrator, Photoshop, MS Office and image sourcing
  - Extensive knowledge of social and political protocol in a global context
  - Superior relationship management and interpersonal skills
  - Excellent organization, planning and time management skills
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### Education:

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High School Diploma, Eastern Illinois University, Illinois, IL

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