
Event Executive Resume

Job Objective

Searching for a challenging career as Event Executive of well-established company in which to put my skills to the test.

Highlights of Qualifications:

- Extensive experience in B2B events marketing
 - Excellent organizational and time management skills
 - Strong project management skills
 - Effective written and verbal communication skills
 - Ability to build close and trusted relationships with people
 - Ability to learn, use and understand technology
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Professional Experience:

Event Executive

Holland America Entertainment, Epsom, NH

August 2007 – Present

- Assisted with marketing campaigns and collateral.
- Managed delegate registrations, queries and requests.
- Conducted outbound calling to delegates.
- Prepared onsite delegate materials and event guides.
- Maintained and updated registration reports.
- Managed logistical situations.
- Provide customer service to events sponsors.

Event Executive

TriVita, Inc, Epsom, NH

May 2004- July 2007

- Planned and assisted in coordination of events and recognition.
 - Administered event co-ordination after delegation by Events Manager.
 - Trained and mentored staff on events procedure, production techniques.
 - Maintained client and delegate confidential information during events.
 - Provided transportation for visitors.
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Education:

Bachelor's Degree in Mass Communication

Indiana University, Bloomington, IN

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