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# EVENT MANAGER CV

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When writing an Event Manager CV, it is ideal if you present first the skills that will give the reader the impression that indeed, you have what it takes to be an event manager. Be specific in writing down your skills. Be sure to include your skills in event organization, presentation as well as time management. In this manner, you are giving the employer a summary of what you can offer to the company. You can also include general skills if you like, but these can be placed at the end. Meanwhile, in presenting your work experience, you can write down in detail your duties and job responsibilities. A sample CV of an Event Manager should look like this.

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## Wyatt Oconnor

358-3084 Velit. Road St. Albans Hertfordshire P45 8UCZIP1

Tel: 01252 701377 Email: [email]

Date of Birth: April 27th, 1990

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## PERSONAL PROFILE:

As an Event Manager, my objective is to conceptualize and facilitate events in ways so unique but still affordable for my clients. Having been an Event Manager for over two years, I have gained sufficient expertise in managing events of different occasions ranging from weddings, graduations, birthdays, to seminars and conferences. Throughout my experience, I have established the basic systems and procedures necessary to make the business flow smoothly. My strong foundation in using digital and graphical presentations as well as my strong communication skills is sure way to gain a wide group of clients both local and international.

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## EDUCATION:

BA in Management

University of Bedfordshire – Luton

October 2008 to July 2011

A-levels in Business Studies, Religious Studies, Media Studies

Davies Laing and Dick College – London

September 2006 to July 2008

G.C.S.E's in Mathematics, English language, English literature

Sydenham School – Sydenham

September 2001 to July 2006

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## SKILLS:

- Solid experience and expertise in managing all types of events ranging from birthdays to fundraisers
  - Strong ability to plan, manage and execute
  - Excellent time management and organizational skills
  - Ability to maintain good rapport with customers and staff
  - Excellent communication and presentation skills
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## EMPLOYMENT HISTORY:

Event Manager

Stopgap Limited – Selkirkshire

June 2012 to Till Date

- Handled event related enquiries from prospective customers.
- Ensured that income targets and budgets for the Events Unit are met.
- Worked closely with Sponsorship & Promotions Manager to develop sponsorship proposals.
- Designed and developed marketing plans and literature for events.
- Managed volunteers and temporary staff effectively.

Event Manager

The EMR Group – Devon

December 2011 to June 2012

- Ensured that Event assistants are properly briefed about their objectives, tasks and roles.
  - Ensured appropriate bookings and arrangements were made in relation to confirmed events and projects.
  - Ensured that events are properly staffed.
  - Managed proper external staff is recruited for events.
  - Attended meetings with clients along with heads of business development and marketing.
  - Ensured that all extra costs are invoiced to clients in a timely manner.
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## REFERENCES:

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Blue Skies  
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