
Event Producer Resume

Job Objective

To use my experience and expertise as an Event Producer to help boost the image and reputation of company.

Summary of Qualifications:

- Remarkable experience in directing and producing marketing event programs
 - Sound knowledge of the business issues and industry trends
 - Outstanding knowledge various Microsoft Office applications
 - Ability to regulate the project by keeping track of schedules and logistics
 - Ability to multitask and prioritize work to meet deadlines
 - Ability to work in a team and independently as well
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Work Experience:

Event Producer, April 2008 – Till Date
The Cross Border Group, Martinsville, VA

- Managed the outdoor marketing and production of events.
- Facilitated the budget needs of the event and then calculated the profit of the organization.
- Researched and finalized the venue for the event and hired vendors for the same.
- Prepared the entire document relating to the event such as the scripts, run of the show and production schedules to ensure smooth running of the event.
- Coordinated with the authorities and received all the necessary permits and license for the show.

Event Producer, January 2004 – March 2008
RedPeg Marketing, Martinsville, VA

- Assisted the teams in planning marketing strategies and executing events for various product launches.
 - Designed innovative ideas and executed them to bring revenue to the organization.
 - Monitored the working of the program on an everyday basis and ensured that it is in accordance with the budget and completed on time.
 - Updated the knowledge with the new techniques in the market to deliver optimal services.
 - Administered the event in accordance to the research and interviews with the client to ensure that the event is organized according to his needs.
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Education:

Bachelor's Degree in Marketing, Temple University, Philadelphia, PA

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