
Trade Show Project Manager Resume

Job Objective

Seeking the opportunity to utilize my skills as an experienced Trade Show Project Manager while helping company excel and meet long-term goals.

Highlights of Qualifications:

- Huge experience in administrating all trade shows, managing budgets for show and planning all associated events.
 - Deep knowledge of trade shows coordination, event planning
 - Familiarity with trade show management, marketing ,sales and sales management
 - Exceptional ability to maintain good relations with vendors and other partners
 - Remarkable ability to work in a fast paced environment and meet all deadlines
 - Outstanding skills to perform troubleshoot on complex projects
 - Skilled to manage all finances and budget for shows
 - Proficient in managing projects
 - Familiarity in organizing various shows
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Professional Experience:

Trade Show Project Manager
Woodstream Corporation, Millington, NJ
October 2008 – Present

- Managed all company related promotional activities and coordinated for various events and tradeshow.
- Organized all events according to marketing goals and strategies.
- Coordinated with client and ensured optimum effectiveness of campaign.
- Monitored customer events in tradeshow and developed strategies to achieve marketing goals.
- Developed promotional budget for various trade related activities.
- Maintained good relationships with various hotels and organizations and promoted activities.
- Coordinated with Project manager and developed various events.
- Supervised tradeshow and executed timely execution for events.

Trade Show Specialist
CommTech Services, Inc., Millington, NJ
August 2003 – September 2008

- Reviewed all logistics associated with tradeshow such as registration and selecting appropriate booth.
- Coordinated with vendors and supervised all kits and monitored all shows.
- Managed all tradeshow budgets and ensured compliance to same.
- Assisted staff and prepared all necessary communication for various events.
- Prepared various reports for post show and prepared necessary summaries.
- Developed various solutions for various trade shows and analyzed performance.

Trade Show Coordinator
UBM Canon, Millington, NJ
May 1998 – July 2003

- Prepared budgets for all tradeshow and documented reports of all expenditure on tradeshow.
 - Managed and updated tradeshow calendar.
 - Coordinated with trade partners and vendors and achieved all quality and cost objectives.
 - Monitored all records of tradeshow and maintained all records.
 - Organized resources for tradeshow and maintained an inventory of equipments.
 - Determined all sponsorships and promotions for tradeshow.
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Education:

Bachelor's Degree in Business
Rockford College, Rockford, IL

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