

# Maxine Curry

## Event Manager

### AREAS OF EXPERTISE

Venue finding  
Event logistics  
On site management  
Exhibition planning  
Project delivery  
Weddings

### PERSONAL SUMMARY

Maxine can act as the central coordinator and point of contact for any events that she is in charge of managing. She has an eye for standards and is someone who is constantly checking quality and presentation to ensure she represents her clients with the highest regard possible. On a personal level she has high levels of professional judgment, diplomacy and awareness as well as the ability to anticipate problems and create innovative solutions. Right now she is looking for a great opportunity to join a reputable company in a great location, which offers job security in a friendly atmosphere.

### WORK EXPERIENCE

#### *Company name – Birmingham*

EVENTS MANAGER      Jun 2013 – Present

Responsible for planning, implementing and delivering small, medium to large scale events and hospitality projects.

#### *Duties:*

- Highlighting clear project financial and operational milestones.
- Negotiating with exhibitors and venue management companies regarding costs and any exclusivity agreements.
- Preparing event material like handouts, name badges, branded gifts and food menus.
- Planning and managing the delivery of a wide range of events.
- Producing and delivering end-to-end project plans.
- Travelling to onsite events to ensure preparations are in order.
- Actively building and sustaining key stakeholder relationships.
- Leading multiple projects concurrently.
- Allocating tasks to assigned resources in order to ensure that all projects meet agreed quality, cost and timescale parameters.

### PROFESSIONAL

First Aider  
Fire Marshal

### PERSONAL SKILLS

Helpful  
Team player  
Loyal  
Go getter

#### *Company name - Location*

JOB TITLE      Employment dates (i.e. Aug 2011 – Jun 2013)

### KEY SKILLS AND COMPETENCIES

- Willing to take overall project management of events rather than just pure operational responsibility.
- Experience of organising international events.
- Possess a large list of Event Management qualifications.
- Excellent relationship management and communication skills.
- Good understanding of the industry with strong commercial awareness.
- Experience of leading and controlling third party project delivery teams.

### CONTACT

Maxine Curry  
Dayjob Ltd  
The Big Peg  
Birmingham  
B18 6NF  
T: 0121 638 0026  
M: 0121 638 0026  
E: info@dayjob.com

Driving license: Yes  
Nationality: British

### ACADEMIC QUALIFICATIONS

*Nuneaton University*      2008 - 2011  
BSc (Hons)      Event Management

*Coventry Central College*      2005 - 2008  
A levels:  
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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