

# Linda Harris

## Events manager

### AREAS OF EXPERTISE

*Delegate management*

*Event logistics*

*Event reporting*

*Venue search*

*Managing supplies*

*Budget management*

*Venue marketing*

*Project management*

*Corporate hospitality*

### PROFESSIONAL

*First Aid Certificate*

*Health & Safety  
Certificate/Training*

### PERSONAL SKILLS

*Highly articulate*

*Resourceful*

*Multi-tasking*

### PERSONAL DETAILS

*Linda Harris  
34 Made Up Road  
Coventry  
CV66 7RF*

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*E: [linda.h@dayjob.co.uk](mailto:linda.h@dayjob.co.uk)*

*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A well presented, highly personable and efficient events organiser with an ability to work independently in a changing and multi-tasking environment with numerous and competing deadlines. Having a strong customer service orientation and delivery focus and a active commitment to continuous improvement and quality standards. Excellent communication skills and comfortable working in a fast paced, hands-on, growth orientated work environment.

Currently looking for a managerial position that offers variety and the opportunity to develop both personally and professionally.

### WORK EXPERIENCE

#### *Hospitality Company – Coventry*

EVENTS MANAGER June 2008 - Present

Liaising with clients to ascertain their precise event requirements. Working closely with key stakeholders at every level of the business to ensure the effective delivery of events.

#### *Duties:*

- Responsible for revenue generation and also encouraging repeat business.
- Working closely with exhibition organisers, stand designers and contractors.
- Developing, implementing and managing events.
- Organising trade fairs, conferences, away days, product launches.
- Managing all group rooms and banqueting processes and procedures.
- Liaising with clients at a high level.
- making sure that insurance obligations are adhered to.
- Overseeing procurement of catering, audiovisual, security & rental needs.
- Managing relationships with sponsors.
- Preparing delegate packs and promotional material.
- Maintaining a calendar of events for effective long term planning & management.
- Supervising & coordinate the activities of personnel, subcontractors & vendors.
- In charge of accommodation, schedules, travel, day plans and registration procedures.

### KEY SKILLS AND COMPETENCIES

- Experienced in running events for up to 1,000 delegates.
- Ability to delegate.
- Able to work effectively with different personalities.
- Can work effectively on several projects simultaneously.
- Aware of health & safety, disability access regulations and legislation.
- Experience of organising events, targeted at corporates, foundations and trusts.
- Demonstrated ability for accuracy and thoroughness.
- Able to work under pressure and as part of a team.

### ACADEMIC QUALIFICATIONS

BA (Hons) Business Management

*Nuneaton University 2006 - 2008*

A levels: Maths (A) English (B) Technology (B) Science (C)

*Coventry College 2000 - 2006*

**REFERENCES** – Available on request.

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