

PETER HARRIS

EVENTS MANAGER

Dayjob Ltd, 120 Vyse Street, Birmingham B18 6NF

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Summary

A capable, results driven and focused Events Manager with significant experience of delivering a variety of events in multi-channel environments. Having a proven ability to organise and project manage events large and small within a constantly evolving commercial environment, Peter has no problem bearing the big picture in mind while keeping an eye on the details. Right now he is keen to find a suitable position within an ambitious company that offers room for progression.

Skills

Management

Mentoring staff
Managing priorities
Brand management
Managing B2B events
Budget control
Supplier management
Commercial awareness

Professional

Logistical planning
Resource distribution
Communication skills
Negotiating skills
Organisational skills
Logistical support
Sales & marketing

Personal

Influencing skills
Troubleshooting
Relationship building
Confident & positive
Team focused
Attention to detail
Reliable & trustworthy

Career

EVENTS MANAGER
Marketing Company

May 2007 - Present

Responsible for organising and running events, and taking full ownership of the management side of things from the initial planning stages and budget right through to the running of the event on the day.

- Liaising with marketing & operations teams to ensure a event meets its objectives.
- Setting deadlines and allocating projects within the team.
- Defining events, goals, objectives and implementation plans.
- Working with marketing managers to identify new business opportunities.
- Providing regular updates and status reports to immediate team and key stakeholders.
- Establishing communication protocols and operating procedures.
- Driving event evaluation techniques & contributing to the strategic planning of events.
- Determining fiscal requirements and preparing budgetary recommendations.
- Ensuring quality standards are maintained by company staff and external contractors.
- Conducting pre- and post-event meetings to review needs and obtain feedback.

EVENTS COORDINATOR
Marketing Company

Feb 2006 – May 2007

EVENTS STEWARD
Marketing Company

Feb 2006 – May 2007

Academic

Nuneaton University
Business Management BA (Hons) 2003 – 2006

Nuneaton College
A levels: Math (A) English (C) Physics (B) Geography (D) 2001 – 2003

References

Available on request



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