**Amy Danner**

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**OBJECT: EVENT MANAGER**

**SUMMARY:**

Motivated business professional with a successful 7-year track record in event planning. Talent for quickly mastering technology and accomplishing goals. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing and executing great events and accurate, timely cost analysis and debrief reports. Flexible and versatile - able to maintain a sense of humor under pressure. Excellent team-building skills.

**SKILLS:**

* 7 years of experience.
* Organized and creative events manager with expertise across non-profit and for-profit sectors.
* Extensive experience in conference production and event planning.
* Highly skilled project planner.

**EDUCATION:**

Bachelor of Science in Meetings and Events Management, 2012

University of Nevada Las Vegas, NV

**EVENT MANAGER**

***Kentucky State University, Louisville, KY* Apr. 2017 - Present**

• Support scheduling for all VSU events and activities using Event Management System (EMS) software.    
• Plan space usage and other logistics for more than 100 external and KSU events.    
• Provide event planning consultation to student organizations and campus departments.    
• Managed all troubleshooting, training, and set-up for EMS.    
Achievement: Achieved 90% growth in EMS system usage in 6 months by developing training materials for EMS users.

• Coordinated more than 75 events, meetings, and conferences throughout the school year.    
• Negotiated contracts for external vendors and clients.    
• Supervised catering, entertainment, and transportation logistics.    
• Assisted with campus venue selections and provided visuals for venue setup.

**EVENT MANAGER**

***A.M. Events -Atlanta, GA* Sept. 2015 – Mar. 2017**

* Build a clientele base through targeted networking
* Managed the financial and business aspects of running a company while also working to effectively coordinate events.
* Developed a strong business plan dedicated to customer service to provide the client with pleasant event experience.

**EVENT MANAGER**

***Southeast Christian Church, Louisville, KY* June 2012 – Aug. 2015**

* Developed promotional plan; work through copyright issues.
* Worked with the ticketing department for numerous ticketed events; assist with pricing.
* Booked rooms/spaces necessary for all phases of events; including rain plan and overflow.
* Leaded event meetings for all teams involved.
* Worked with outside vendors to ensure the best fee for service.
* Wedding, rehearsal dinner and reception planning.
* Provided room diagrams for set up, and lead team and volunteers in decorating.
* Worked with contracts and fulfillment of contractual needs.
* Coordinated travel arrangements.
* Assigned jobs to teammates/staff and volunteers.
* Leaded debrief meetings following major events for recap and file documentation.

**CERTIFICATIONS:**

* Wedding Planner Certification.
* Foundation of Leadership Certification.

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