

# AMY DANNER

## EVENT MANAGER

### CONTACT DETAILS:

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### SUMMARY

I am a dedicated and energetic photographer with extensive experience in custom and specialized photography. I am skilled at turning photos into works of art. 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

### CERTIFICATIONS

- Wedding Planner Certification
- Marriott - Foundation of Leadership Certification

## PROFESSIONAL EXPERIENCE

### EVENT MANAGER

**Kentucky State University, Louisville, KY**

Apr. 2017 - Present

- Documents the creation of the Lengree Spring '20 Collection
- Conducts shoots to showcase brand personality on social media
- Provides feedback on content
- 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

- 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.
- 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.
- Led 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.
- Led debrief meetings following major events for recap and file documentation.

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