

Jerome Dixon

765 My Road, Miami, FL 43210
j.dixon@myemail.com
(678) 901-2345

Enthusiastic event coordinator with two years' experience planning large-scale events for corporate clients. Adept at listening to and identifying clients' needs and generating innovative and cost-effective solutions. Skilled at negotiating with vendors and overseeing operations to ensure events run smoothly and exceed client expectations. Excellent organization and capable of multitasking to very tight timescales.

Education

Bachelor of Science in Hospitality Management

University of Central Florida,
Orlando, FL
September 2014 - June 2018

Key Skills

- Managing budgets
- Sourcing and scheduling appropriate venues
- Booking and coordinating caterers, entertainers, and speakers
- Supervising teams to set up and tear down
- Reflecting on event outcomes and compiling reports
- Strong communicator and negotiator

Professional Experience

Event Coordinator

Crush Inc, Miami, FL | December 2018 - Present

- Manage over 100 annual events
- Rapidly build strong relationships with clients to ensure positive experiences and secure repeat customers
- Negotiate with venues and vendors to obtain the most competitive prices and control event budgets
- Conduct initial consultations with over 70 new clients and communicate clearly to establish requirements
- Understand the client's products and services and ensure these are reflected effectively during the event
- Work closely with service providers and supervise during the event to ensure success and troubleshoot any issues quickly

Events Intern

Thierry Isambert Culinary and Event Design, Miami, FL | June 2018 - November 2018

- Assisted with background research activities to gain a thorough understanding of the clients' brands
- Engaged with members of the public to effectively communicate the brands' products and services
- Performed post-event interviews with clients to gauge success and identify possible areas for improvement
- Supported senior staff with set-up and tear-down tasks on the day of major events