# 123 Carpenter Street, Philadelphia, PA, 12345 anthonygentile@example.com (123) 456-7890

# **Anthony Gentile**

#### PROFILE

An Event Manager with 10+ years of experience specializing in logistics, vendor management, client relations, and talent management. A proven track record of secure performances from popular musical acts for premiere venues, including The Smiths, Mountain Goats, and Beirut.

## PROFESSIONAL EXPERIENCE

## **Event Director**

The Electric Lounge Venue, Philadelphia, PA | October 2016 – Present

- Build and maintain relationships with artists, promoters, and agents, negotiated all venue bookings, oversee box office operations, and managing bookings for over 120+ shows with 5K-40K attendees generating over \$4M in annual revenue
- Identify optimal ticket pricing for events, manage an annual digital marketing budget of \$300K, and coordinate logistics for tours and events
- Manage all aspects of event operations, lead a team of 80+ production, security, and hospitality staff, and interface with local police and fire departments

## **Event Manager**

The Concord Theater, Philadelphia, PA | May 2011 – October 2016

- Oversaw the planning and execution of 75 concerts and events valued at \$500K-\$1M from conception to completion, which included on-site coordination, managing cross-functional teams, coordinating with vendors, and overseeing logistics
- Approved purchase orders and equipment contracts and negotiated with third-party vendors to reduce costs by 25% annually
- Identified and implemented solutions for event issues to prevent interruptions and ensured compliance with safety procedures and regulations

## EDUCATION

# Bachelor of Science (B.S.) Event Management

Temple University, Philadelphia, PA September 2007 - May 2011

### **KEY SKILLS**

- Event Management
- Vendor Relations
- Talent Booking
- Logistics
- Budget Management