

EVENT PLANNER

Joe M. Kinnison



PROFESSIONAL SUMMARY

Results-driven Event Planner with a proven track record in coordinating successful corporate events. Skilled in managing complex logistics and delivering exceptional client experiences. Passionate about creating memorable event experiences that exceed expectations.

EXPERIENCE

Event Coordinator, Wonder Events Ltd, United Kingdom, London

- Organized and executed large-scale corporate events, including conferences and product launches.
- Collaborated with clients to understand event goals and objectives, ensuring successful outcomes.
- Managed event budgets, coordinating vendor contracts and negotiating pricing to optimize cost savings.
- Led a team of event staff, providing guidance and support throughout the planning and execution process.
- Implemented creative event concepts, incorporating innovative technologies and entertainment elements.

EDUCATION

Bachelor of Arts in Event Management (BA)-, University of Sussex, United Kingdom, Brighton

VOLUNTEER EXPERIENCE

Event Planning Committee Member, British Red Cross Society, United Kingdom, London

Assisted in the planning and execution of fundraising events for humanitarian initiatives.

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Boroughbridge Road

SKILLS

Strong organizational skills with meticulous attention to detail

Excellent communication and interpersonal abilities

Proficient in event planning software such as Cvent and Eventbrite

Expertise in budget management and contract negotiation

Creative problem-solving skills to overcome unforeseen challenges

LINKS

joemkinnison

Personal Website: <https://joe-kinnisonevents.co.uk>

AWARDS

- ★ Event Planner of the Year (2018)
- ★ Excellence in Event Coordination Award (2019)

PERSONAL INFO

Date of birth:
4 August 1991