

Maureen M. Candidate

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Senior Meeting & Events Manager

Innovative and detail-oriented senior meeting and events manager with ability to develop and produce successful programs which communicate an organization's mission and goals. Distinguished by exceptional interpersonal skills in balancing client priorities with support staff needs on multiple projects. Accomplishments demonstrate marketing abilities, creative design, developmental organization, strong leadership, management skills and strategic planning. Produced cost effective and profitable events. Certified in Web Commerce on e-commerce technologies and strategies.

Functional Expertise

Extensive knowledge, skills and capabilities derived from a substantial career in professional meeting and event management across a wide variety of commercial sectors, not-for-profits and associations as both a corporate employee and independent consultant.

- **Leadership & Management** – Extensive management duties and accountabilities have refined my leadership capacity and effectiveness.
 - **Staff Supervision** – Managed corporate staffs of 5 to 10 throughout my career and event staffs as large as 300.
 - **Event Planning** – Often under time and financial constraints, have planned events for 2,000 to 50,000 participants including corporate meetings; conventions; sales meetings; tradeshow; incentive programs and training conferences.
 - **Event Design & Production** – Created, arranged and coordinated details of projects with budgets ranging from \$2,000,000 to \$6,000,000.
 - **International Events** – Negotiated contracts and managed logistics for several noteworthy programs.
 - **Creativity and Innovation** – Developed venues, inventive agendas and logistical elements which drove effective and desired outcomes.
 - **Budgeting & Financial Management** – Developed and maintained operating figures relevant to the successful execution of specific project events. Significant profits (35% net) and cost savings (30-50%) realized.
 - **General Administration** – Directed operations and communications relevant to meeting management on every level. Centralized and restructured to optimize supportive functions.
 - **Communication** – Developed and implemented systematic, comprehensive vehicles to convey event messages, logistical instructions and promotional campaigns.
 - **Marketing & Promotion** – Developed effective communication plans to increase attendance and enhance exposure conveying benefits.
 - **Interpersonal Skills** – Recognized for exceptional interpersonal and influencing skills with assignments directly from top management.
 - **Problem Solving and Negotiation** – Managed numerous simultaneous events involving advanced problem solving, negotiation and conflict management skills
 - **Web and E-Commerce** – Strong working experience with client and server technologies, supply chain management, database mining, digital payment systems, and web based registration operations.
 - **Business Application Software** – Strong working capability with full Microsoft Office Suite, graphics packages and communication software
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Work History

Independent Meeting Planner Consultant - Chicago, IL **1995 to 2008**

Planned, directed, marketed and produced corporate and association events for Great Foods; Nabisco; BP-Amoco; SBC-Ameritech; North American Steel Construction Industry; United Airlines; College of American Pathologists; and Fresh Food Restaurants.

Great Foods – Chicago, IL **1990 to 1995**

Manager, Meeting & Convention Planning – Managed the meeting management function for this 65,000-employee, \$30 billion enterprise. Major events included 6,000 sales force meetings and up to 200 other events annually. Work required close coordination with senior management to advance company vision, goals and themes.

Society for Management Development – Alexandria, VA **1985 to 1990**

Manager, Meeting & Conference Planning – Directed staff of seven in the development, marketing and production of major national conventions and extensive professional and management training programs for this leading human resource association.

Central Broadcasting Company – Springfield, IL **1983 to 1985**

Director, Trade Shows & Conference (Publishing Division) – Marketed and produced five major annual international trade shows and established a profit-producing workshop series on the topics of Quality Control; Mechanical Engineering and Unix Operating Systems...

Family Office – Oak Park, IL **2005 to 2007**

Family Office Administration Manager – Family obligations required an interruption in my meeting planning consultancy. This interim position allowed me to suspend travel. Managed the office administration of this private family office and associated foundations.

Other Employment – Chicago, IL area

Additional work experience in retail merchandising (Sears, Lord & Taylor) and the National Association of Retailers.

Education

- Michigan State University – B.S. Business Administration & Retailing
 - Michigan State University – Certified Meeting Manager (CMM)
 - DePaul University – Web Commerce Certification Program
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Professional Affiliations

- Society of Corporate Meeting Planners
 - Meeting Professionals International
 - International Association of Exhibition and Events
 - Association of Female Exhibition Managers
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