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bettyjmoore

Portfolio: <https://bettymooreevents.com/portfolio/>

## EDUCATION

### Bachelor of Arts in Event Management (BA)

University of Truro, United Kingdom, Truro

2014 - 2017

1. Relevant coursework: Event Planning Principles, Marketing for Events, Venue Management, Digital Marketing Strategies
2. Active participation in on-campus event committees and organizing student-led events
3. Completed an internship at a local event management company, gaining hands-on experience in event coordination and logistics

## SKILLS

- Excellent organizational and time-management skills
- Strong attention to detail
- Exceptional interpersonal and communication skills
- Proficient in event management software, such as Cvent and Eventbrite
- Budgeting expertise

# BETTY J. MOORE

## EVENT PLANNER

### PROFESSIONAL SUMMARY

Creative and dedicated event planner with a passion for creating unforgettable experiences. Skilled in all aspects of event management from concept development to flawless execution. Strong organizational abilities combined with excellent interpersonal skills to ensure seamless collaboration with clients and vendors. Committed to delivering exceptional results that exceed expectations.

### EXPERIENCE

- July 2017 - Now

#### Event Planner

Sunset Events Ltd / United Kingdom, Perranzabuloe

- Coordinate and execute corporate and private events, including weddings, conferences, and galas
- Manage all aspects of event planning, from budgeting and contract negotiation to vendor coordination and on-site logistics
- Develop creative themes and concepts to enhance the client's vision and ensure a memorable experience for all attendees
- Collaborate with a team of professionals to ensure seamless execution of events, including caterers, decorators, audiovisual technicians, and entertainers

### COURSES

- Online Course

#### Strategic Event Planning: Techniques for Successful Event Execution

### INTERNSHIPS

- May 2016 - August 2016

#### Event Management Intern

Epic Events & Productions / United Kingdom, Newquay

- Assisted in the planning and execution of large-scale music festivals, coordinating logistics, managing vendor relationships, and prioritizing tasks to meet deadlines
- Conducted market research to identify trends and preferences among target audiences, contributing to the development of innovative event concepts
- Provided on-site support during events, ensuring smooth operations and optimal guest experiences