

Anthony Darby

Corporate Event Planner

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Aurora, IL

LINKS

LinkedIn

Twitter

Instagram

HOBBIES

- Traveling
- Photography

PROFESSIONAL SUMMARY

Dynamic and results-driven Corporate Event Planner with over 6 years of experience in organizing memorable corporate events. Proficient in managing all facets of event planning, from initial concept development to flawless execution, while ensuring client satisfaction and adherence to budgetary constraints.

EXPERIENCE

2021 - Now

Corporate Event Planner

Glow Enterprises

Aurora, IL

- Successfully plan and execute numerous corporate events ranging from intimate gatherings to large-scale functions with up to 500 attendees.
- Collaborate closely with internal stakeholders and external vendors to conceptualize event themes and align event objectives with organizational goals.
- Diligently manage event budgets and coordinated activities to achieve cost-effective solutions without compromising quality.

2018 - 2021

Event Coordinator

Aurora Events Management

Aurora, IL

- Assisted senior event planners in organizing a diverse range of corporate and social events, gaining valuable hands-on experience in event logistics and client management.
- Conducted site inspections and facilitated contract negotiations to secure services within established budget parameters.
- Managed guest lists, RSVPs, and registration processes using specialized event management software.

EDUCATION

2013 - 2017

Bachelor of Arts in Hospitality Management

University of Illinois

Urbana-Champaign, IL

SKILLS

Vendor Management



Public Speaking



Event Planning



Risk Assessment



Negotiation



Time Management



Budget Management



Multitasking Abilities

