



# John Grizzard

## EVENT PRODUCER

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johngrizzard@gmail.com

New York, NY

## SKILLS

Event Planning & Coordination	Expert
Budget Management	Expert
Vendor Negotiation	Expert
Marketing & Promotions	Expert
On-site Event Management	Expert
Timeline Development	Expert
Contract Negotiation	Expert

## AWARDS

- Best Event Producer (Event Industry Awards)
- Outstanding Event Design (National Event Planners Association)

## PROFESSIONAL SUMMARY

Dynamic and highly organized Event Producer with over 11 years of experience in planning, executing, and managing a variety of events, including corporate functions, weddings, conferences, and large-scale festivals. Proven track record of delivering exceptional events within budget and deadlines, with a keen eye for detail and a passion for creating memorable experiences.

## EXPERIENCE

January 2018 - Now

### Event Producer

Blue Sky Events / New York, NY

- Lead the planning and execution of over 50 events annually, ranging from corporate conferences to large-scale public festivals.
- Manage budgets of up to million, ensuring all events were delivered on time and within financial constraints.
- Coordinate with vendors, sponsors, and stakeholders to ensure seamless event operations.
- Develop detailed event timelines and production schedules, overseeing all aspects of event setup and breakdown.

June 2015 - December 2017

### Event Coordinator

Stellar Productions / Los Angeles, CA

- Assisted in the planning and coordination of over 30 events, including product launches, trade shows, and private parties.
- Negotiated contracts with venues, suppliers, and entertainment, saving the company an average of 15% on each event.
- Managed event logistics, including transportation, accommodation, and on-site support.

January 2013 - May 2015

### Event Assistant

Epic Entertainment / Chicago, IL

- Supported the event production team in organizing various events, from small private gatherings to large public festivals.
- Handled administrative tasks such as scheduling meetings, maintaining event calendars, and preparing reports.
- Coordinated volunteer recruitment and training, ensuring adequate staffing for all events.

## EDUCATION

2008 - 2012

### Bachelor of Arts in Event Management

University of Illinois / Urbana-Champaign, IL

