

David Morales

Event Project Manager

City, ST | (123) 456-7890
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Event Project Manager with six years of experience planning corporate conferences and trade shows. Expertise in vendor negotiation, attendee experience design, and logistics coordination, having maintained a 95% satisfaction rating across 20+ events.

Professional Experience

Event Project Manager

Summit Events Co., Las Vegas, NV

February 2019 – Present

- Executed 20+ large-scale events (500–2,000 attendees), achieving a 95% satisfaction rate.
- Negotiated venue and catering contracts, reducing costs by 22%.

Event Coordinator

Platinum Conferences, Las Vegas, NV

June 2017 – January 2019

- Managed logistics for ten regional seminars, ensuring zero schedule conflicts.
- Implemented digital check-in systems, cutting registration time by 40%.

Education

B.A. in Hospitality Management

University of Nevada, Las Vegas | 2017

Key Skills

Vendor Negotiation

Attendee Experience

Logistics Coordination

Digital Check-In

Certifications

CSEP (Certified Special Events Professional) | 2018