Template

# A Sample C.V.

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| ***KAREN HIGSON***  **19, Treacey Road London SE 13 6DN M: 07804 482232**  **E: karenhigson34@hotmail.com**  **Summary**  Confident events graduate, with 3 years’ experience organising a range of events, including conferences and award ceremonies in excess of 200 people. Excellent interpersonal skills, proven event organiser with meticulous attention to detail. Hard worker, good team player, able to get the best from every member of the team.  **Key Skills**   * Efficient Event and Front of House Management * Excellent organiser and forward planner * Flexible / good at working under pressure * Effective interpersonal skills * Totally customer focused * Proficient in Microsoft Outlook, Office –Word, Excel, PowerPoint   **Education**  **2013 – 2016**  BA (Hons) in Event Management 2:1 (University of Greenwich, London)  8000 word dissertation: *Future Issues- “Return on Investment from Conferences”*  Awarded prize 2 years running for student with the highest marks  **2010-2016**  **Training**  Diploma in Optimum Nutrition  Attended the Return on Investment certification course, with Dr Jack Phillips  2012 certificate for Health and Hygiene.  **Relevant Experience**  **Freelance 2010 -2013**  *Speakers Manager for the Association Congress, London 2016-2017*   * Coordinated all the Speakers for four congresses * General administration and organisational support before, during and after congress * Measured the Return on Investment and Impact for delegates at the 2017 Congress * Recorded all contacts with Speakers on the CRM system   **June 2008 – Jan 2009**  *Administrator, Elegant Cuisine at Kew Gardens, London*   * Recorded net sales and helped in forecasting sales revenue * Took enquiries and bookings for catering in Kew Gardens * Contacted Venue finding agencies to raise profile of the venue   **Oct 2003– Aug 2007**  *Facilities Co-ordinator/Administrator, Philip Morris, London*   * Reception and administration duties for a facilities department- including Post Room, Security and Catering * Made travel arrangements for Senior Managers * Processed expense forms for Senior Managers * Set up new vendors checking Dunn and Bradstreet and OFAC reports first * Raised purchase orders using SAP   **Sept 1998 – Aug 2002**  *Senior Receptionist, Merrill Lynch, London*   * Booked conferences and meetings over the telephone and by email for an advanced booking team * Coordinated the arrival of VIP guests * Coordinated facilities for meetings and conferences * Trained staff on Datacraft Hospitality Suite to make meeting room bookings * Introduced staff to Datacraft Hospitality Suite for badge printing   **Recent Projects**  *Pulse Employment Agency –Infusion Clinic at UCL Hospital Sept 2014 – Patient Bookings team member Jan 2014- June 2014 For ‘The National Hospital of Neurology and Neurosurgery’*   * Confirming patients’ hospital details, and reminding them of their appointments details. * Booking the appointments. * General administration of the Infusion Clinic   *Imperial College Healthcare Trust OSC&R annual award ceremony Jan 2011 – March 2011*   * Administered the nomination process already in place * Involved in the panel meeting to decide on the winners * Organised the venue – The Waldorf Hilton, London * Coordinated with the venue (menu planning, AV, flowers and trophies) * Secured prizes for the prize draw   *Olympic Fleet Transport Dispatcher (London Olympic Park) 2012*   * Responded efficiently to scheduling requirements for transport of cars for LOCOG delegates * Motivated volunteer drivers, to make sure they had all the knowledge they would need to do the job and have a good time * Facilitated the use of radios, using voice protocols, and problem resolution over the radio with other members of staff and volunteers * Led a team of staff to utilize their best skills when needed, during operational times, for an ever changing demand for staff and cars   *Voluntary organisational support for many other charitable events including:*   * Orbis Flying Eye Hospital 2010 * Sponsored events for Prostate cancer and Barnardos 2009 * Save the Children 2014 and 2015   **References will be supplied upon request** |