

Professional Profile

An accomplished
success in the

Adept in assessing
all stakeholders
last minute changes
the background

Record of
projects.

Requirements of
adapting to
creating
events.

Core Skills

- Event planning
- Adhering to budget
- Live television
- Optimising

partnering
P liaison
management
ative negotiation

Events

- South E
- Rugby
- National

s Games 2014
Awards
cricket World Cup

Career

2010 – Present

Overview

- Under
- profil
- Und
- limit
- Plan
- pro
- Acc
- rec
- De

by a high media
allenges
s incl. but not
phers and media
delivery of a

volunteer

solutions

Current

- Re
- sp

tract, managing both
ents

Key Achievements

- S
- e
- h
- V
-
-
-
-
-

successful execution of all
s, event design,
contracted agencies as
editorial team.
eting system which
continually since 2010.
ge VIP experience,

ador programme
inment to athletes
s. Planned all activities
Additionally coordinated
light the programme.
aging work room for all
the knock-out contest.
ted to the Rugby World
guests. Additionally
at The London Palladium

Fully editable Word
version included in the
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- ICC Cricket World Cup (2015): Co-ordinated all activities, including planning and delivery of the event, managed the staff and the team at each venue.
- National Paralympic Games (2012): Co-ordinated all activities, including planning and delivery of the event, managed the staff and the team at each venue.
- Glasgow Commonwealth Games (2014): Co-ordinated all activities, including planning and delivery of the event, managed the staff and the team at each venue.
- Ensured compliance with all relevant legislation, including health and safety, and managed the budget.
- Created an effective communication strategy, including the development of a website and the production of promotional materials.
- Invictus Games (2014): Co-ordinated all activities, including planning and delivery of the event, managed the staff and the team at each venue.
- ITV (2014): Co-ordinated all activities, including planning and delivery of the event, managed the staff and the team at each venue.
- 'Creative Destruction' (2014): Co-ordinated all activities, including planning and delivery of the event, managed the staff and the team at each venue.
- Channel 4 (2014): Co-ordinated all activities, including planning and delivery of the event, managed the staff and the team at each venue.
- To promote the event, managed the staff and the team at each venue.
- London Olympic Games (2012): Co-ordinated all activities, including planning and delivery of the event, managed the staff and the team at each venue.
- Specialist photography and videography, including the production of promotional materials.
- Atos Origin (2012): Co-ordinated all activities, including planning and delivery of the event, managed the staff and the team at each venue.
- Additional responsibilities, including the production of promotional materials.

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2009 – 2010

- Joined as a member of the project team for the production of the project, including the production of promotional materials.
- Created a communication strategy, including the development of a website and the production of promotional materials.
- Provided support to the project team, including the production of promotional materials.
- Respon... of the events and events
- Project... (20+ attendees)
- and the... d events
- Main Awards
- Birmingham Palace

2004 – 2005

- Respon... the high profile
- Partn... Prince's Trust, and the events were realised
- Repr... Royal Household
- Supp... managing
- Sele... City of London
- Ser...

2001 –

- Supp... which partnered with outreach work
- Im... share knowledge
- Ma... and objectives,
- pa... as appropriate
- Pl... 50 Years of ITV'
- ev... other VIPs

2000

- R... able management of

1992

- I... including the Child

Re