CHRISTINE HARRISS

Government Event Manager

(555) 123-4567
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United States, Fort Wayne, IN 46802

SKILLS

Event Logistics and Coordination
Expert

Budgeting and Financial Management
Expert

Vendor and Stakeholder Negotiation
Expert

Government Regulations and Compliance
Expert

Public Speaking and Communication
Expert

PROFESSIONAL SUMMARY

Dedicated and highly organized Government Event Manager with experience planning, coordinating, and executing public sector events, including press conferences, community outreach programs, and governmental meetings.

EXPERIENCE

Government Event Manager

City of Fort Wayne

July 2018 - Now

- Plan, coordinate, and execute large-scale events for local government.
- Collaborate with government officials, local vendors, and community leaders.
- Manage event budgets, ensuring that all activities are executed within the allocated funds.
- Oversee logistics for venue selection, catering, transportation, security, and event set-up.

Event Coordinator

Indiana State Government

March 2015 - June 2018

- Managed event registration, participant tracking, and coordination of transportation for officials and guests.
- Negotiated with vendors, resulting in a 10% reduction in event-related costs.
- Developed post-event reports to assess event success and identify areas for improvement.

EDUCATION

Bachelor of Arts in Public Relations, Indiana University Purdue University Fort Wayne, Graduated: May 2014

Certifications

- **Certified Meeting Professional (CMP)** — Meeting Professionals International, 2024
- **Project Management Professional (PMP)** — Project Management Institute, 2021