Morgan Winters

Event Coordinator

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SUMMARY

Event coordinator with 4 years planning corporate and hospitality events, managing vendors, budgets up to $280K and attendee logistics for groups up to 500. Ran the client appreciation series that raised post-event survey scores from 3.8 to 4.6, and renegotiated catering contracts that cut average per-event cost by 11%. Known for calm execution on event day and clean vendor paperwork.

EXPERIENCE

Event Coordinator — Brightwell Marketing Group

Denver, CO · Feb 2023 – Present

- Planned and ran 18 corporate events a year, from 40-person client dinners to a 500-attendee annual conference, managing budgets up to $280K.
- Renegotiated catering and AV vendor contracts across 6 recurring events, cutting average per-event cost by 11% without reducing guest count.
- Built the run-of-show and staffing plan for the annual conference, coordinating 12 vendors and 8 internal staff with zero same-day schedule slips.
- Redesigned the post-event survey and followed up personally with attendees, raising average satisfaction scores from 3.8 to 4.6 over a year.

Conference Services Coordinator — The Palisade Hotel & Conference Center

Denver, CO · Jun 2021 – Jan 2023

- Coordinated logistics for 120 meetings and events a year, from 20-person board meetings to a 350-guest wedding, as the main client contact.
- Managed room diagrams, AV orders and catering counts for each event, cutting setup errors reported by clients from 9 a quarter to 2.
- Trained 4 new banquet captains on event-day checklists, shortening average changeover time between back-to-back events by 20 minutes.

SKILLS

Planning: Event budgeting, vendor contracts and negotiation, run-of-show documents, RFPs

Tools: Cvent, Eventbrite, Asana, Google Workspace, Canva

On-site: Staffing and vendor coordination, AV troubleshooting basics, registration management

Communication: Client and sponsor relations, post-event reporting, cross-team coordination

CERTIFICATIONS

Certified Meeting Professional (CMP), 2023

EDUCATION

B.A. Communications, University of Denver, 2021

Fictional example by FindAJobAI: the person, employers and numbers are invented.