

# Chloe Spender



## PERSONAL PROFILE

I am currently a third-year events student at Birmingham City University with Event Industry experience. I'm self-motivated and enthusiastic, with a can-do positive attitude. My previous experiences have enabled me to gain crucial skills as well as developing my organisational and interpersonal skills by working independently as well as in a team. I am confident at communicating with clients, creating venue proposals, and coordinating events to a client brief. With aspirations to become an Events Manager, I'm eager to continue learning and acquiring new skills, to gain relevant experience. I am now seeking a job in the events industry to further support my career ambition.

## CONTACT DETAILS

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## MEDIA EXPERIENCE

### ICC Birmingham

Event Staff

February 2020

#### Responsibilities

- Checked in delegates at registration desk
- Communicated with the venue and delegates
- Managed and scanned people into seminar workshops

### Evolve Events

Events Assistant

May 2019- June 2019

#### Responsibilities

- Created venue proposals for clients
- Liaised with venues and clients
- Worked to a client brief, researching into suitable venues
- Attended networking events
- Attended various events, helping to set-up and run the event
- Gained an understanding of Health & Safety in Events Management

### Story Events

Events Assistant

May 2019

#### Responsibilities

- Created news articles/blog posts for their website using my creative skills
- Worked alongside the team at the Christmas party exhibition
- Created venue proposals for clients
- Contacted companies for quotes

### Rendezvous Events

Events Assistant

May 2018 - June 2018

#### Responsibilities

- Arranging and attending site visits
- Liaising and negotiating with venues
- Updated their database
- Researching potential venues and event ideas
- Contacting companies for hire quotes

### Energise Squared Events and Fundraising

Events Assistant

January 2018 - February 2018

#### Responsibilities

- Researching and negotiating with potential venues for their events.
- Inputting information onto their databases
- Admin including filing, answering the phone and preparing for events
- Attended three large events, helping to set-up and run the event
- Looking after VIP guests throughout the day

Advertising Intern

**Responsibilities**

- Listening in on sound sessions for a 'Nurofen' Advert
- Creating poster ideas for a 'Vanish' Campaign
- Attending staff meetings

**Birmingham City University – Media and Communications (Events)****September 2017-Present**

- Events and exhibition planning – In Year 1 I planned a celebrity launch party event for Pretty Little Thing, deciding on a suitable venue, decorations, food, drink, transport and accommodation as well as coming up with promotional ideas
- Photography- Arranged a photoshoot, producing beauty and fashion images, sourcing a hair & makeup artist and fashion designer
- Social Media Module- learnt about virality, trolling and how to create a social media strategy also developing my presentation skills and social media knowledge
- Client Based Events Production- Planned and created an event for The Dog Education Project, promoting the event on social media and liaising with the stakeholders as well as managing the Health & Safety of the event, completing risk assessments
- Major Project/Dissertation- Currently planning and creating a music event, basing the topic around sustainability within the events industry.

**OTHER EXPERIENCE**

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**Freemasons Arms Pub****May 2018- Present**

- Gained bar and waitress experience
- Communicating with customers
- Managing the host point and taking bookings
- Looking after private parties

**Waitress for a pop-up restaurant****July 2016**

- Set up the venue ready for customers
- Waiting on tables serving hot food and drinks
- Helping to present food on the plates

**SKILLS**

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- First language: English
- Computer & social media skills (including working knowledge of Microsoft Office, Photoshop, Lightroom and Final Cut)
- All-round understanding of how to use a DSLR Camera
- Able to work effectively as part of a team (Teamwork shown throughout media experience)
- Able to work under pressure (Meeting deadlines through time management)
- Driving Licence - full clean licence, own car

**EDUCATION****HOBBIES AND INTERESTS/ACHIEVEMENTS**

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**September 2017- Present****Birmingham City University**

Studying BA (Hons) Media and Communications (Events)

- Duke of Edinburgh Bronze Award
- Mentoring (Younger students during Sixth Form)
- Volunteering (For GIFT and Care Homes)
- Travel
- Baking

**A-Level Sept 2015 – June 2017****JCoSS Secondary School**

Media, Maths, Psychology

**GCSE'S Sept 2010 – June 2015****JCoSS Secondary School**

12 GCSE'S achieved including Maths, English and Double Media

**REFERENCES**

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Available on Request