

**Ellen Bellomy**  
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**Job Objective :** Searching for a challenging career as Event Executive of well-established company in which to put my skills to the test.

**Highlights of Qualifications:**

- Extensive experience in B2B events marketing
- Excellent organizational and time management skills
- Strong project management skills
- Effective written and verbal communication skills
- Ability to build close and trusted relationships with people
- Ability to learn, use and understand technology

**Professional Experience:**

Event Executive  
Holland America Entertainment,Epsom, NH  
August 2007 – Present

- Assisted with marketing campaigns and collateral.
- Managed delegate registrations, queries and requests.
- Conducted outbound calling to delegates.
- Prepared onsite delegate materials and event guides.
- Maintained and updated registration reports.
- Managed logistical situations.
- Provide customer service to events sponsors.

Event Executive  
TriVita, Inc, Epsom, NH  
May 2004- July 2007

- Planned and assisted in coordination of events and recognition.
- Administered event co-ordination after delegation by Events Manager.
- Trained and mentored staff on events procedure, production techniques.
- Maintained client and delegate confidential information during events.
- Provided transportation for visitors.

## **Education**

Bachelor's Degree in Mass Communication  
Indiana University, Bloomington, IN