

Self-motivated professional who is calm under pressure and able to juggle competing priorities. Thrives in a fast-paced, dynamic environment where each day presents new challenges.

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## Skills

- Vendor Negotiation
- Communication
- Business Administration
- Budget Management
- Strategy Management
- Event Marketing

## Experience

### **Cambia Health Solutions | Portland, OR | January 2017 - Current**

#### [Technical Sponsorships & Events Program Manager](#)

Provide internal and external event planning for technology solutions department. Establish Cambia as an employer of choice in the technical community through partnerships and outreach. Led team of 13 to produce first annual What's the Fix? conference in 2017. Led team of 15 to produce first annual PitchWELL Innovation Challenge in 2019.

### **Westar Energy | Wichita, KS | March 2015 - May 2016**

#### [Business Support Administrator](#)

Provided daily business support across various departments. First point of contact for both internal and external customers. Founding committee member of Westar Women's Network. Led team of ten in the planning and execution of intern immersion program.

### **Independent Contractor | Kansas City, MO | April 2004 - December 2014**

#### [Meeting & Event Planner](#)

Successfully managed hundreds of client events ranging from intimate dinner meetings to multi-day conventions. Ensured each event ran smoothly by overseeing all aspects including budget management, contract negotiations, venue and vendor selection, registration, hotel, food and beverage, audiovisual, set-up, etc.

### **NCM Associates | Overland Park, KS | October 2013 - September 2014**

#### [Meeting Coordinator](#)

Planned thirty meetings per year for best practices groups within the retail automotive industry. Managed hotel contracts, vendors, food and beverage, audiovisual, and group transportation. Communicated meeting details to clients by creating and distributing registration forms, agendas, and follow-up surveys.

## Education

- BS in Business Management | Northwest Missouri State University
- Professional Event Management Certificate | George Washington University
- Certified Meeting Professional (CMP), Convention Industry Council