

**BEFORE**

**Miranda Paul**

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Entrepreneurial, versatile project manager with extensive experience managing large-scale events and dozens of onsite staff. Analytical professional skilled in successfully catalyzing accelerated growth by initiating effective sales cycles. Collaborative communicator continually focused on building relationships to drive positive change, cohesive, comprehensive business approaches and enhanced profitability. *Areas of Expertise include:*

- ✓ Event Planning
- ✓ Relationship Building
- ✓ Sales Planning & Marketing
- ✓ Logistical Management
- ✓ Customer Service
- ✓ Staff Training & Leadership
- ✓ Social Media
- ✓ Project Management
- ✓ Problem Resolution

**EXPERIENCE & NOTABLE CONTRIBUTIONS**

**CATERING COMPANY** • San Francisco, CA • 2015-Present

**CORPORATE EVENT PRODUCER, (2015-PRESENT)**

**CORPORATE RESPONSIBILITIES:**

- Established meaningful relationships with city officials, clients, local vendors, venue managers, and guests to ensure best outcomes
- Aid in designing and executing unique and memorable food and beverage experiences for clientele
- Execute large corporate events for major Tech Companies in the Bay Area, as well as smaller, more detailed events for firms such as Bain Capital and Andreessen Horowitz.
- Reconcile expenses, evaluate and report on results, and manage post-event follow ups
- Streamlined event management by providing post-event notes that enabled analysis of event structure data
- Promoted twice within department for outstanding performance and management

**EVENT PRODUCTION:**

- Produced events for the company's top sales team, bringing in multi-million dollars in sales per year
- Led production meetings consisting of Department Heads from Culinary, Beverage, Equipment Warehouse, Staffing, and Sales departments to ensure the success of events
- Managed all FOH and BOH equipment to make sure it is packed, delivered, and arrives safely onsite
- Executed logistical staffing and design plans for events of up to 10,000 guests while managing up to 450 staff
- Coordinated interdepartmental logistics and manage all related budgets and rentals

**ASSISTANT PRODUCER, (2014-2015)**

- Supported 6 different Event Producers in both office and onsite settings
- Promoted to manager level after 3 months of work
- Updated company's website and social media pages with current venue photos and event photos

**COMPANY.** • San Francisco, CA • 2013-2014

**OFFICE MANAGER**

- Managed the office area, answered all incoming calls and maintained inventory of equipment/supplies
- Oversaw special event planning, including weekly company morale events
- Schedule client meetings and coordinate room booking, catering, and AV/technology needs
- Process new vendors, coordinate AP on payments and process internal expense reports

**EDUCATION & TRAINING**

**Bachelor of Science in Hospitality Management & Tourism** UNIVERSITY | Lexington, KY

**AFTER**

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Project & Events Management

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**Professional Profile**

Savvy project and events manager specializing in the simultaneous management of multiple events from concept and planning through to post-event analysis. Skilled in managing all aspects of project logistics to ensure high quality delivery in line with budgets and deadlines. Communicates confidently with key clients, developing strong relationships and consistently exceeding expectations.

**CORE COMPETENCIES**

Event Management • Project Management • Planning & Organization • Logistics Management • Managing Change • Space Management • Managing Client Relations • Problem Solving • Multitasking • Budgeting & Expenses • Post-Event Analysis • Staff Leadership & Training

**Career Summary**

👤 **Lead Corporate Production Manager** September 2015-date  
 🏢 Company, San Francisco, CA

Project managing for the company's senior sales team, generating multi-million dollars in revenue every year.

**KEY ACHIEVEMENTS**

- Joined Global Gourmet as a Production Assistant before gaining a series of rapid promotions through to Lead Corporate Production Manager
- Successfully managed 55+ events in the last year, with up to 10 projects managed simultaneously
- Lead interdepartmental production meetings per event and worked closely with all department heads
- Accountable for budgets of up to \$300k, reconciled expenses and evaluated results for post-event analysis
- Managed large-scale corporate events for leading tech companies including Facebook, Google, Twitter, Box, & Twilio
- Produced six 3-day events within the Outside Lands Music and Arts Festival in 2017, in collaboration with Another Planet Entertainment, and Live Nation

👤 **Office Manager** March 2013-August 2014  
 🏢 Company, San Francisco, CA

Played a pivotal role in ensuring the efficient management of the busy office environment, prepared financial reports and handled hospitality needs for internal client meetings and pitches.

**KEY ACHIEVEMENTS**

- Developed plans for the effective allocation and utilization of co-working office space for 3-5 other startups and dealt with associated billing
- Planned and organized client meetings and special events, including weekly company morale boosting events

**Education**

👤 **Bachelor of Science in Hospitality Management & Tourism** 2012  
 🏢 University, Lexington, KY

ACTIVITIES/SOCIETIES: Member of ΔΔΔ (Delta Delta Delta) Sorority, Captain of Women's Club Basketball Team, Volunteer work raising money for St. Jude Children's Hospital

**Skills and Interests**

- Microsoft Office, Google Drive, Social Tables, Conversational Spanish
- Mission work, exploring new cities, gardening, outdoor workouts, live music and cooking