

Aneliese Villamayor

Conference Coordinator

Details

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Profile

I am a Conference Coordinator with over three years of experience in the industry. I have coordinated conferences for both small and large organizations, and have gained a reputation for being able to handle all aspects of conference coordination effectively. I possess excellent organizational skills, as well as strong communication and interpersonal skills that allow me to work well with clients, vendors, and staff members. My goal is always to ensure that each conference runs smoothly from start to finish so that attendees have a positive experience.

Employment History

Conference Coordinator at The Glass Block, OK

May 2022 - Present

- Successfully coordinated 15 conferences with an average attendance of 500 people.
- Worked with a team of 5 to successfully coordinate all aspects of the conference including registration, travel, and accommodation for attendees.
- Successfully negotiated contracts with hotels and other vendors to get the best rates possible.
- Created and managed budgets for each conference which averaged \$50,000 per event.
- Coordinated all marketing and promotional activities for the conferences which included developing print and digital materials as well as working with media outlets.
- Oversaw on-site operations during each conference to ensure that everything ran smoothly.

Assistant Conference Coordinator at Conference Coordinator, OK

Sep 2019 - Mar 2022

- Assisted in the coordination of 15 conferences, which included booking venues, ordering supplies, and arranging for on-site support.
- Arranged transportation and accommodations for 100+ conference attendees.
- Negotiated with vendors to secure discounts on food, audio/visual equipment rentals, and other necessary supplies.
- Created detailed itineraries for each conference day that were distributed to all attendees in advance.
- Monitored budgets for all conferences to ensure they stayed within financial limits set by the company.
- Acted as a liaison between conference speakers/presenters and event planners to ensure smooth communication and coordination leading up to the event.