

# Dorsey Pineault

Meeting Planner

✉ [dorsey.pineault@gmail.com](mailto:dorsey.pineault@gmail.com)

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📍 1523 Pine Street, Atlanta, GA  
30303

## Education

### High School Diploma at Georgia Institute of Technology

Sep 2014 - May 2019

I have learned how to effectively communicate with others, how to manage my time wisely, and how to think critically.

## Links

[linkedin.com/in/dorseypineault](https://www.linkedin.com/in/dorseypineault)

## Skills

Meeting Planning

Event Management

Budgeting

Contract Negotiation

Customer Service

Time Management

Organizational Skills

## Languages

English

Japanese

## Profile

I am a Meeting Planner with over 3 years of experience organizing and executing successful events. I have a proven track record in managing all aspects of an event, from logistics to on-site coordination. I am passionate about creating unforgettable experiences for my clients and their guests.

I thrive in fast-paced environments and have the ability to think on my feet. My attention to detail ensures that no detail is overlooked, while my creative problem solving skills enable me to overcome any obstacle that may arise. With my strong organizational skills and dedication to excellence, I am confident that I can exceed your expectations for your next event.

## Employment History

### Senior Meeting Planner at Marriott International, GA

May 2022 - Present

- Negotiated and booked a hotel contract for a 300-person conference, saving the company \$15,000.
- Planned and executed a successful offsite meeting for 200 employees that resulted in increased morale and productivity.
- Managed all logistics for a 3-day trade show with 10,000 attendees, including exhibitor coordination, shipping/receiving, shuttle buses, and on-site support.
- Created comprehensive event timelines and budgets that kept events under budget by an average of 20%.
- Wrote proposals that secured new business totaling \$1 million in annual revenue.

### Meeting Planner at Hilton Worldwide, GA

Jul 2019 - Apr 2022

- Successfully planned and executed 10 corporate meetings with an average attendance of 200 people.
- Worked closely with clients to develop meeting objectives and ensure their needs were met.
- Created comprehensive agendas and coordinated all logistics for each meeting, including food & beverage, audio/visual, transportation, accommodations, etc.
- Managed a team of 5 event staff members and oversaw on-site execution of each meeting.
- Developed strong relationships with vendors to negotiate competitive rates and secure desired services.

## Certificates

### Certified Meeting Planner (CMP)

Feb 2021

### Certified Special Events Professional (CSEP)

Jun 2019