

KELLY SCHAEFER, CMP

2569 E DESERT BROOM PL, CHANDLER, AZ 85286 , 602-908-9253, KELLY.SCHAEFER_TRAVEL@YAHOO.COM

OBJECTIVE:

Experienced Meeting and Events Planner in search of a Meeting Planning position that would utilize my experience in the events, tourism, customer service, and hospitality industry.

EXPERIENCE:

2003 TO 2009

American Express Meetings@Intel

Phoenix, AZ

MEETING PLANNER

- Sourcing and procurement of event space, transportation, catering, audio visual companies, tour operators and other various meeting services.
- Contract review and negotiations for events from 10 - 600 attendees.
- Planned 25-50 meetings per year for the Intel account.
- Establish meeting goals and objectives with client to ensure a successful event.
- Catering consultation and menu planning to provide creativity and cost savings.
- Assist client in setting up and managing registration web site.
- Manage staff and logistics on site at meetings including trade shows, symposiums, workshops, receptions, conferences, conventions and board meetings.
- Building hotel and other various vendor relationships.
- Create meeting documents such as agendas, evaluation forms, and post event reports.
- Assist in marketing and selling Amex meeting products and services.
- Train and manage various committee volunteers.
- Create budgets and work with vendors on final bill reconciliation and prepare closing reports.
- Managed Intel's recent college graduate (RCG) recruiting and hiring programs from 1999-2005.
- Maintained several high volume email accounts.
- Awarded prestigious American Express Star Performer for 2007.
- Received promotions in 97, 99, and 2007.

1997 TO 2003

Rosenbluth International

Phoenix, AZ

MEETING PLANNER

- Rosenbluth was purchased by American Express in 2003. See position above for job duties.

1994 TO 1996

Brown Shoe Group/Famous Footwear

Phoenix, AZ

ASSISTANT MANAGER

- Responsible for daily store operations and customer service.
- Consistently a top company performer in sales.
- Goal setting, leadership development and motivation of employees.
- Recruiting, interviewing and hiring sales associates.
- Planned weekly strategic sales meetings with area managers.
- Supervision, scheduling, and review performance for a staff of ten associates.
- Maintain company merchandising standards to maximize sales.
- Training associates on product knowledge, customer service, loss prevention and selling skills.

EDUCATION:

2009-present

Mesa Community College

MARKETING MAJOR

(CLASS CONCENTRATION: ADVERTISING, PUBLIC RELATIONS, SALES, MARKET RESEARCH AND MARKETING PRINCIPLES)

2003-2005

Chandler/Gilbert CC

CERTIFICATION OF COMPLETION - MICROSOFT OFFICE

(CLASS CONCENTRATION: EXCEL, POWERPOINT, WORD, OUTLOOK, FOCALPOINT, WEB PUBLISHING, ACCESS, AND BUSINESS ENGLISH.

1996

Carlson Wagonlit Travel Academy

CERTIFICATION OF COMPLETION - TRAVEL AND TOURISM

PROFESIONAL MEMBERSHIPS AND DESIGNATIONS:

- MPI – Sunbelt Chapter
- CMP (Certified Meeting Planner)