


Denis Cerutti

Meeting Coordinator

Diligent Meeting Coordinator with 1 year of experience in organizing successful meetings and events. Adept at managing logistics, coordinating schedules, and liaising with stakeholders to ensure smooth execution. Exceptional communication skills and proven ability to adapt to changing priorities, resulting in efficient and productive outcomes.

denis.cerutti@gmail.com 

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1234 Desert Breeze Dr, Phoenix, 
AZ 85032

Education

Bachelor of Arts in Event Management at Arizona State University, Tempe, AZ

Aug 2018 - May 2022

Relevant Coursework: Event Planning and Production, Marketing and Promotion, Hospitality Management, Financial Management, Leadership and Team Building, Risk Management, and Sustainable Event Practices.

Links

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

Skills

Time-management

Agenda-setting

Zoom proficiency

Conflict-resolution

Note-taking

Microsoft Teams expertise

Multitasking

Languages

Employment History

Meeting Coordinator at Arizona Meetings & Events, AZ

Feb 2023 - Present

- Successfully organized and executed a large-scale annual conference for over 500 attendees in Phoenix, AZ, resulting in a 20% increase in attendance from the previous year and a 95% satisfaction rate from post-event surveys.
- Streamlined the event planning process by implementing a new project management software, leading to a 30% reduction in planning time and a 15% decrease in overall event costs.
- Coordinated and managed a team of 25 volunteers for a charity fundraising event, raising over \$50,000 for a local nonprofit organization and garnering significant media coverage for Arizona Meetings & Events.

Assistant Meeting Coordinator at Destination Arizona Conference Planners, AZ

Sep 2022 - Jan 2023

- Successfully coordinated and executed over 100 meetings and events in a year, resulting in a 95% client satisfaction rate.
- Spearheaded the implementation of a new event management software, streamlining the planning process and improving efficiency by 35%.
- Developed and maintained relationships with over 50 local vendors, securing preferred pricing and ensuring on-time delivery of services and products for clients.
- Assisted in the planning and execution of the annual Destination Arizona Conference, which attracted over 1,000 attendees and generated a 20% increase in revenue.

Certificates

Certified Meeting Professional (CMP)

Sep 2021

Certified Event Planner (CEP)

Apr 2020

Memberships

Meeting Professionals International (MPI)