

SARAH FRENCH

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Event Planning and Coordination

Calendar Management and Scheduling * Online Copy and Marketing * Contract Administration *
Project Management * Vendor Management

- Over a decade of travel and events coordination experience.
- Experience with both large and small scale in person and virtual events, with participants ranging from 20 to 500.
- Extensive experience booking hotel accommodation, air, and ground transportation for small and large groups.
- A proven track record of negotiating best contracts with hotels across the country.
- Ability to manage multiple concurrent projects and work assignments.
- Experience in statement and reporting reconciliation.
- Ability to use good judgment and maintain a high level of confidentiality as well as experience working in a Federally regulated environment.
- Excellent time-management and organizational skills with exceptional attention to detail and thoroughness.

EXPERIENCE

SEPTEMBER 2014 – PRESENT

MEETING MANAGEMENT & EVENT SPECIALIST DIRECT TRAVEL

Responsible for planning and coordinating events. Incentive travel planning for sales teams and other employee reward programs.

Responsibilities include:

- Building websites for event registration utilizing industry leading tools such as CVENT
- Creating and distributing training manuals for colleagues
- Contract review, Invoicing, and verification of current and active medical licenses for Health Care Professionals attending pharmaceutical meetings.
- Sourcing and contracting meetings with hotels and generating spreadsheets for rooming lists and other inventory items.

MAY 2009 – PRESENT

FOUNDER AND WEDDING PLANNER SARAH FRENCH EVENTS

Twelve years of experience as an independent Wedding and Event Planner

- Responsible for all business marketing and organization, timeline management for event; including dates invitations should be sent, vendors booked, and travel made.
- Creating proposals, spreadsheets, and checklists using CRM software. Client management in the months/years leading up to the wedding to handle any questions or concerns.
- Wedding website creation using Zola, With Joy, and Wix. Social Media management for: Pinterest, Instagram, Facebook.

- Wedding vendor/product research and negotiations. Conducting site visits when appropriate.
- Attending vendor meetings and interviews in-person and virtually and negotiating best pricing. Works closely with vendors and staff before and during the event, managing unforeseen situations, to ensure client satisfaction.
- Management of professional and personal schedules for clients and bridal parties.
- Budget development including cost estimates, budgets, and profit and loss statements for the company.
- Onsite management of the wedding day: setup, breakdown, and logistical situations that arise.

MAY 2013 – SEPTEMBER 2014

MEETING COORDINATOR, DAIICHI SANKYO, INC.

Coordinated all aspects of meetings including hotel logistics, catering, travel, ground transportation, banquet event orders, and any other necessary tasks to make meetings run smoothly.

- Document management; created and managed hotel rooming lists and air manifests.
- Generated appropriate reports for attendees in regards to their air and hotel travel booking, as well as responding to attendee questions in live time.
- End-to-end management of small pharmaceutical meetings such as advisory boards.
- Execution of special projects as assigned by management.
- Contract management for one-time engagements, worked cross-functionally with Legal Department to ensure contracts were executed in compliance with the Sunshine Law.

NOVEMBER 2012 – JUNE 2013

MARKETING AND SOCIAL MEDIA MANAGER, DOWNINGTON COUNTRY CLUB

Modernized marketing for the country club.

- Created a web presence, modernized the club’s website, and created a social media marketing strategy that included Facebook and Pinterest.

APRIL 2010 – SEPTEMBER 2011

MEETING PLANNER, JBS INTERNATIONAL

Supported a Federal Agency through this Woman-Owned Government contracting firm.

- Event planning across the United States: brought subject matter experts together to review the policies and procedures in their state and ensure compliance with current Federal standards.
- Responsible for Hotel Sourcing and Contract Negotiations to support these meetings.
- Worked in a highly regulated environment which had implications on email and other written communication, as well as procurement limitations and specific required contract language for vendors.
- Responsible for verification of compliance in contracts, and reconciliation of payments against approved contract amounts.

EDUCATION

BACHELOR OF ARTS, ENGLISH LITERATURE With a Minor in Political Science

MOUNT HOLYOKE COLLEGE