

CURRICULUM VITAE

PERSONAL

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PROFILE

I am a seasoned and experienced event planner who loves organising events! I have over 15 years' event management experience within the private sector, membership based and not-for-profit organisations. Events range from conferences and dialogues to gala lunches/dinners, government roundtable meetings, international bilateral meetings, award/medal ceremonies and social programmes held in the UK, Europe, Asia, Africa, the Americas (North and South) and the Caribbean. Some of the positions held have included events being organised within a team, other positions I have had sole responsibility.

I am an excellent communicator, versatile, creative and efficient and can get on with all nationalities, cultures and grades of staff. I have excellent organisational, administrative and negotiating skills. I multi-task very well, managing multiple projects in parallel; and can cope well working under pressure and to strict deadlines with the added ability of remaining calm. I work well in a team and am motivated enough to work on my own and have the confidence to use my initiative with common sense. I keep up to date with event industry trends and continuously open to learning new skills and techniques.

In addition to the above, I have a wicked sense of humour!

KEY SKILLS

- Extremely well organised and able to manage and prioritise a diverse workload
- Good eye for detail and accuracy, thorough, detailed oriented
- Excellent planning skills for people, projects and budgets
- Strong analytical skills to translate into business planning using creative and critical thinking
- Excellent problem-solving abilities
- Ability to cope under pressure, good at multi-tasking
- Demonstrated ability to collaborate with a variety of stakeholders
- Experience of working in a diverse and international environment in teams across different global offices
- Able to create a network of peers and build relationships across the business
- Ability to work either independently or part of a team with strong networking and collaborative attitude
- Good written and verbal communication skills
- Positive 'can do' attitude
- Well-travelled, available at short notice for domestic and international travel
- Continuous improvement mindset, eager to learn
- Places company interests ahead of personal agendas

OFFICE SKILLS

Computing: Apple and Microsoft Office (*Word – Windows, Excel, Outlook, PowerPoint, Teams*)

Databases: Basecamp, Cvent, CRM, Mailchimp, Salesforce, SharePoint, WordPress

Virtual Platform: BlueJeans, Kudo, Zoom – *I also attended a 3-day training course on 'Organising Virtual Events'*

EDUCATION - TRAINING AND SHORT COURSES

CPD Protocol, Events & Travel Management course

Project Management

BTEC HND Travel, Tourism & Event Management

LCC Private Secretary's Diploma

'O' Levels and 'A' Levels

INTERESTS

I enjoy listening to music and attending live events. I also enjoy international travel, interior style design and sewing as well as cooking and entertaining for family and friends.

CAREER DEVELOPMENT

INTERNATIONAL TRANSPORT WORKERS' FEDERATION TRAVEL & EVENTS SUPERVISOR

APRIL 2020 – OCTOBER 2020
Redundancy due to Covid-19

The International Transport Workers' Federation (ITF) is a democratic, affiliate-led federation recognised as the world's leading transport authority. Recruited as the Travel & Events Supervisor and responsible for managing a range of conferences, congresses and bespoke events globally, all aimed at ITF members.

- All operational aspects including travel (overseeing TMC), logistics (group accommodation/transfers), etc.
- Destination research, venue and supplier sourcing, negotiate and contract agreements
- Invitation process and registration, speaker and sponsor management, Executive Committee queries
- Budget management and cost control, using multiple foreign currencies
- Line Manager for team of 3 event managers and responsible for their appraisals, coaching and development
- Onsite delivery and oversee the team on these aspects as well as direct suppliers and contractors
- Member of the GAT Leadership (Global Admin Team) responsible for processes and policy within ITF
- Member of various event committee groups as well as Congress 2023 and Health & Wellbeing

FREELANCE EVENT ORGANISER/CONTRACTS

JUNE 2016 – MARCH 2020

International Institute for Strategic Studies (IISS) – Project Event Lead (15-months)

The IISS, the world's leading international think tank for global security issues. Tasks and responsibilities included: Project Lead and budget control of c£3m per event. Execution of the flagship IISS Dialogues in Singapore and Bahrain which entailed international bilateral meetings (95), networking and gala events that included the Prime Minister of Singapore, the Court of the Crown Prince of Bahrain and Defence dignitaries, as well as other international and in-house events. I project lead on all operations, logistics, AV, technical production and design, security, invitations, venue, suppliers and contractors and negotiating new agreements for 2020. Also Head of the events team of 5, managing and coaching, recruitment, appraisals and their L&D.

London Fraud Forum – Conference Organiser

(8 months)

The London Fraud Forum is the organisation for London's anti-fraud community - bringing together the public and private sectors to fight fraud. Sole responsibility for the planning and delivery of the 12th Annual Conference - London Fraud Forum with 225 attendees. Tasked with speaker and sponsor management, programme venue and supplier agreements and management, AV production, design and collating conference and printing materials, delegate management, budget management as well as on-site delivery and post event close-down.

Vesuvius Group Plc - Project Event Manager

(6 months)

The Vesuvius Group is a global organisation in the engineering sector with 10,000 employees based worldwide. Working closely with the Head of Global Communications, to organise a 3-day board meeting for the Global Executive Committee organising and distributing minutes and committee documents. This was followed by a 3-day Leadership Forum for 160 global senior managers. Tasked with venue, travel, accommodation, technical production, promotional materials; and dealing with individual queries from the Board and senior managers.

GSM Association - UN Event Manager

(15 months)

GSMA produces industry-leading events such as Mobile World Congress Barcelona (108,000 attendees), MWC Ministerial Programme (2,000 attendees), Mobile World Congress Shanghai and the Mobile 360 Regional Series Conferences held in Mexico, India, Tanzania, North America (each with 800-1500 attendees). Other events included the UN General Assembly (New York) and the World Economic Forum Annual Conference (Davos). Tasked with organising a series of global VVIP events (invitations, managing guest list, logistics, budget, etc).

LONDON BUSINESS CONFERENCES GROUP SENIOR EVENT MANAGER

MAY 2011 – MAY 2016

LBC Group is a b2b company organising oil, gas, rail, automotive and innovative conferences. They organise between 40-60 events per year largely in the Americas (North & South), Asia and Europe.

- Manage all event logistics and production, working simultaneously on 3-4 events at different stages
- Build and maintain good relationships with speakers, sponsors, exhibitors, and stakeholders
- Execute sponsorship deliverables and expectations; and manage speaker requests
- Source, negotiate and contract international venues as well as site visits during business travel
- Source, negotiate, contract, and manage suppliers and contractors ensuring competitive pricing is achieved
- Work alongside Event Lead and internal teams (sales, marketing, graphics, finance) on project work plans, timelines, agenda, travel, venue, AV technical production spec, promotional materials, payments, etc.
- Manage pre-event, on site and post-event/wrap up: venue, contractors as well as staff
- International travel, and on occasion at short notice, to run solely on site, small events (50-150 attendees)
- Coach, mentor and manage junior event team and freelancers to improve their personal performance and development as well as allocate events and manage their workloads.

CBC was the voice of the private sector to promote trade and investment for Commonwealth countries. Annual events: 12-15 international Forums, 20-30 Membership events and other Ad Hoc events throughout the year. The high-level events featured Heads of State & Government, government officials and industry leaders; and were held in Cameroon, Dubai, Ghana, Mauritius, Nigeria, Rwanda, South Africa, Trinidad as well as London, in partnership with the governments of India, Kenya, Malawi and Mali.

- Reported directly to MD as well as working with CBC Secretary-General and Board Members, international/country forum partners/organisers and stakeholders
- Source venues, event set-up, on-site management and supervising event team, venue and contractors
- Appointed and managed international suppliers and contractors
- Arrangements for all AV and technical production, logistics and operations for conferences and ministerial roundtables, sourced and/or produced conference collateral and materials and anything else required
- Security liaison with government State Protocol offices, Foreign Affairs Office and host Police Departments
- Organised international travel, visas, transfers, security and accommodation as well as VIP protocol
- Liaison with Heads of State offices, government officials, CBC Board members, speakers, sponsors, forum partners and suppliers in the preparation and delivery of events
- Managed budget sheets with foreign currencies, cost control as well as financial transactions/invoices, etc.

**INSTITUTION OF STRUCTURAL ENGINEERS
EVENT MANAGER**

JULY 2004 – JANUARY 2008

- Sole responsibility for the event management of the annual Sessional Programme (c30 events)
- Event types: 3-day Annual Members Assembly, International Structural Awards, Annual Presidential Inauguration Award & Dinner; varying Medal events, School Challenge (*STEM students aged 14-16 years*), Fellows' formal lunches and dinners, Evening Technical Lectures, varying Social Programmes, company staff parties/social club and ad hoc events
- Source and select suppliers, some by tender process; and confirm service agreements and costs
- Customer Service (event enquiries, joining instructions, process payments, management accounts)
- Responsible for the Institution's room hire facilities (sales and bookings), event operations and logistics, liaising with internal and external users, meeting and going beyond their expectations
- Develop professional relationships with other institutions, associations, societies, educational organisations and businesses to actively increase attendance at IStructE events and the hiring of meeting rooms as well as exchange of news and ideas
- Member of the Meetings & Events Committee and Structural Awards Committee
- Worked closely with the President, senior Fellows and CEO and other stakeholders (internal and external)

EARLIER EXPERIENCE

Europe Energy Environment – Conference Organiser

Part of a small team organising a 3-day sub-Saharan oil & gas conference in Cape Town, South Africa with 'Opening Remarks' from Nelson Mandela and 'Closing Remarks' from FW de Klerk and the VIP Speakers' Dinner with Archbishop Desmond Tutu as Special Guest Speaker.

PolyGram International – PA to Senior Vice President (Media) and Managing Director (London Records)

PolyGram was an entertainment organisation with several subsidiary music companies.

Personal and private assistance (secretarial support, diary management, travel and accommodation, organising private household, organise meetings with flagship artists and social engagements).

International Planned Parenthood Federation – Conference Coordinator

Part of conference team organising the Members' Assembly held in Japan for a duration of 2 weeks with 300 international (funded) participants. Responsible for visas, flights, transfers, accommodation, issuing per diem, catering as well as minute taking on site. Seconded to work in Kyoto for one month.