

FRANKIE DOLLARD

• Event Management Student- University of Derby •
• Northamptonshire •

ABOUT ME

A passionate, out-come oriented Event Management student, looking forward to developing and learning skills to progress my career. Recently finished a placement year working as the Event Intern at Criticaleye, gaining invaluable experiences and meeting amazing people along the way. Hard working, reliable, self motivated and organised, I am able to effectively manage my time and prioritise workload. Friendly and approachable with excellent interpersonal skills, I enjoy the challenges and rewards of a job well done.

EDUCATION

2020-Present University of Derby

BA(Hons) Event Management with Placement Year
Deans Award 21/22

Modules have included-

- Event Design
- Customer Service Excellence
- Event Planning
- Marketing and Communication
- Event Production and Financial Operations
- Strategic Management and Business Improvement
- Crowd Management, Risk and Security

2018-2020 The East Northants College

Head Girl, Student Council

A-Level Maths-B

A-Level Sociology-A

Level 3 Btec Business-D*

2013-2018 Huxlow Science College

Head of House, Student Council

GCSEs

Maths-8, English-5, Biology-7,

Chemistry-7, Physics-7, French-7,

Textiles-A, L2 Btec Sport-D*

EVENT SPECIFIC EXPERIENCE

Sept 2023 - Present WPS Compliance Consulting, Kettering, Northamptonshire

Part-time Training Administrator (on-site)

- Assist the Admin and Training Department with creating job files, updating training materials and communicating with customers.
- Responsible for raising invoices for clients after work has been completed, updating finance trackers, using Xero to update bills to be paid and general financial duties.
- Creating social media posts, updating marketing materials and posting to social media. Updating website pages, adding news articles and creating new pages.
- Planning and delivering team events, as well as developing SOP's for the training department.

Aug 2022- Aug 2023 Criticaleye, London- Peer-to-Peer Board Community

Event Intern- 1-Year Placement (Hybrid)

- Support Event Director and Senior Event Executive with the overall planning and delivery of both virtual events and our 2-Day in person Retreats.
- Maintaining event pages/ websites, great understanding of CMS.
- Creating company wide Monthly event reports, detailing attendee information, feedback and comparative data.
- Collaboration with all areas of the business.
- Undertook a wide range of admin tasks, such as drafting and sending wide spread emails, updating attendee lists, ensuring deadlines are being met by the wider team, and communicating with vendors before, during and after events.
- Solely responsible for organising Company Christmas Party and Internal Committee events.
- Assisting the AV team during in-person events to create the hybrid aspect, and ensure it is running smoothly, by following a virtual running order.
- Responsible for updating excel dashboards for both upcoming and completed smaller virtual events.

- Jul 2021 - Jul 2023** **University of Derby Dance Team**
Competition Coordinator (Remote) & Event and Kit Secretary (on-site)
- Overall coordination of competitions we are taking part in, ensuring deadlines are being met by the wider committee, invoices are being paid on time, arrange transport and being the main point of contact for the other University teams.
 - Designing a proposal for our own dance competition in 2024, laying the ground work for the next committee.
 - Responsible for the overall planning and delivery of the Annual Dance Showcase, designing a website to help with attendee organisation, creating and implementing a running order with roles for the day of the event.
 - Organising the ordering and supply of uniform for the team, keeping track of orders, payments and deliveries.
- May 2022** **Bonkers Bingo Event**
Event Management Team (on-site)
- Primarily responsible for the finance side of the event. Overseeing the budget, ensuring all invoices are being paid and communicating largely with the venue to develop a contract that satisfied both sides requests, creating ticket packages that align with our budget, to ensure profit.
 - Worked as a team of four to deliver a new, fun event for University students.
 - Adapted quickly, and overcame obstacles to produce a successful event.
- Nov 2021** **CBI Annual Conference**
Event Manager shadowing opportunity (on-site)
- Observe and oversee the set up process and ensure everything was in the correct place for the evening.
 - Demonstrating adaptability in fast paced and challenging situations.

OTHER WORK EXPERIENCE

- Jan-Mar 2021** **Marie Curie**
Fundraising Volunteer (remote)
- Worked together with the Fundraising Volunteer Development Manager to develop new ideas to fundraise for the charity.
 - Communication and computer knowledge skills were improved by having to meet and present the projects on online calls.
- Oct 2018-Aug 2022** **Pizza Express**
Waitress (on-site)
- Accountable for a section of tables to look after during the shift, ensuring to check on their experience and resolve any issues if needed.
 - Communicating clearly and efficiently with co-workers and customers to make sure the best service can be given.
- Oct 2018-Mar 2020** **Girl Guiding- Rainbows**
Young Leader (on-site)
- Attend weekly unit meetings, setting up and assisting the girls with the Girl Guiding Programme.
 - Plan and run fun and educational activities for girls aged 4-7.
 - Be a role model for young girls, be a kind and caring face, that they can trust, sharing my own experiences and skills to help them grow.
- Aug 2018 and Aug 2019** **Greenbelt Festival**
Under 5's Children's Village Volunteer (on-site)
- Undertake training, following a schedule, assisting with the set up and take down of the whole children's village.
 - Support parents with entertaining the children, organising small activities and ensuring the area stays clean and tidy throughout the day.

SKILLS & ATTRIBUTES

Confidence	Communication	Microsoft Office	Problem-Solving
Organisation	Pro-Active	Adaptability	Attention to Detail
Full clean UK Drivers Licence			

References available upon request.