**Curriculum Vitae**

**Kerri Weston**

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Full Clean UK Driving License

***Professional Profile***

An accomplished, highly experienced Events and Logistics Events Manager with a record of success in the administration, logistical planning and smooth delivery of diverse sporting events.

Able to adapt in assessing and understanding the unique needs of each event and ensuring that the requirements of the clients are effectively aligned and fulfilled.

A calm and pragmatic negotiator capable of adapting to changes and challenges from initial concept to completion, including the sourcing and creation of background operation process which is critical to the success of high-profile sporting events and projects.

***Core Skills***

* Event planning and execution including operational process optimisation.
* Transport, Travel and Accommodation management.
* Contribute to team projects and success.
* Engage with cross-functional teams to deliver project outcomes.
* Problem-solving and troubleshooting skills.
* Optimising Return of Investment and adhering to budgets and deadlines.
* Very personable and a great communicator.
* Highly positive and approach all tasks with a can-do attitude.
* Versatile, resilient and responsive to change, can adapt to unpredictable and unexpected demands in the workplace.

**Achievements**

Organized and delivered various high-profile televised sports events from start to finish, handling all bespoke requirements.

I am fortunate to have travelled to many worldwide destinations and worked on high-profile sporting events such as Wimbledon 2021, Billy Jean King Cup 2022, World Athletics Eugene 2022, Taekwondo European Championships 2022, UCI Track Nations Cups (Australia, Hong Kong, Canada, Los Angeles, Cairo to name a few)2018-2023, UCI World Cycling Championships Glasgow 2023 and many more.

**EMPLOYMENT HISTORY-**

**Project Manager –** Ashfield Event Experiences – November 2023 – March 2024

AEE is an award-winning global events agency, specialising in healthcare that creates and delivers engaging experiences that inspire lasting change.

* Manage all venue and associated logistical arrangements.
* Coordinate client requirements with 3rd party suppliers.
* Produce, and circulate important commutations, e.g weekly status reports to all main meeting partners.
* Travel onsite to conduct site inspections for delivery of the event.
* Onsite operational management during the event.
* Manage all Food and Beverage requirements.
* Deliver first-class customer service.
* Financial management, preparation and maintenance of budgets throughout the lifecycle of the event.
* Processing of purchase orders

**Event & Logistics Manager - CSE, Birmingham: June 2014 – November 2023**

**Corporate & Sporting Events Management Limited**, trading as CSE, is an event management company predominately handling accommodation, transport and logistics for sports governing bodies and major events such as UK Athletics, British Swimming, and British Cycling.

* Conducting all pre-event preparation and on-site delivery.
* Finance and billing: Organising, directing and controlling financial undertakings.
* Transport Management: Overseeing the planning and execution of transport activities, scheduling and fleet management.
* Establishing strong relationships with clients, ensuring their satisfaction which can lead to increased loyalty, repeat business and a positive reputation.
* Provide support to the Business Travel department, assisting with booking accommodation, rail, car hire, and flights worldwide.
* Providing excellent customer service through the event process
* Extremely flexible in working hours/ days.

**Senior Business & Retail Travel Consultant - Kanoo Travel May 2007-May 2014**

* Plan and Issue flight itineraries for corporate clients to various worldwide destinations.
* Amendments to existing bookings using the reissue and revalidation process.
* Managed multiple sector itineraries using creative ticketing.
* Specialised in Dynamic, Tailor-made and complex holiday packages.
* Responsible for booking beach holidays, city and cruise breaks.
* Meeting profit and sales targets
* Strong organisational and communication skills

**Travel Agent - Universal; Travel January 1998 - May 2007**

* Support the smooth running of the travel agent office.
* Making sure all client’s requirements were delivered to the highest level.
* Administration using Microsoft Office

1. Worked on a variety of travel requests including Flights, Accommodation, Car Hire, Eurostar, Ferries and Train Travel.
2. Complete daily administration procedures for example: Completing spreadsheets using Excel, updating logs with information and filing.

***Education-* Waseley Hills High School 1993-1996**

***Development***

* Customer Service level 2/3
* GDS Sabre RED
* British Airways level 1 Fares and Ticketing Training
* Excel Training

***Interests***

Travel is very important to me. I have been lucky enough to visit some beautiful places in the world.