

KENNY HO

kenny.ho@gmail.com | 9120 2005

PROFILE | Effective, well-organised event-coordinating professional with 2+ years of experience in managing job tasks with prioritising skills and high autonomy. Sophisticated in resolving problems and hitting project deadlines with tight schedules.

EXPERIENCE | **Event Coordinator, MS Asia (HK) Ltd**

May 2013 - Present

- Provided full administrative support to project teams in areas of client's portfolio, on-site and off-site meetings, calendar management, etc
- Liaised with 50+ PR agencies, production houses, vendors and business partners to ensure smooth planning and execution of event logistics
- Handled project materials stock control and coordinated with 20+ suppliers for consolidation and shipment of project materials for pre-show delivery

Event Assistant, LA Events Holdings Limited

May 2012 - May 2013

- Supported marketing team in daily operations; assisted in marketing research and production of company brochures, newsletters and press releases
- Liaised with 20+ external vendors to deliver pre-show and on-show support for 50+ exhibitions, trade shows and special events
- Assisted in preparing all project-related documents including business proposals, quotations, tenders, presentations, etc

QUALIFICATIONS | **HKU School of Professional and Continuing Education, 2010-2012**

Advanced Diploma in M.I.C.E. and Event Management

COMPUTER SKILLS | Microsoft Office (Word, PowerPoint & Excel)
Adobe Creative Suite (Dreamweaver, Photoshop & Illustrator)

LANGUAGES | Cantonese (Native), English (Proficient), Mandarin (Intermediate)

AVAILABILITY | One month's notice