



PRANAV SHAH

Event Manager

event planning, budgets, vendor coordination

Kochi, India | pranav.shah@example.com | ROLE 33-05

FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

Event Manager with an illustrative 12-year career in performance, stage production and live-event delivery. Combines event planning, budgets, vendor coordination with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment.

Selected work includes conference delivery programme, guest journey redesign and event review framework. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims.

Prepared for experienced event manager opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes MBA in Event Management. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established.

AT A GLANCE

12 years ILLUSTRATIVE CAREER	4 CAREER APPOINTMENTS	3 WORK EXAMPLES	2 EDUCATION RECORDS
--	---	---------------------------------------	---

CORE COMPETENCIES

- event planning / budgets
- vendor coordination / run of show
- guest experience / logistics
- team leadership / risk planning

PROFESSIONAL MISSION

Turn a clear brief into dependable performance, stage production and live-event delivery work: understand the context, apply event planning and budgets, record the evidence and explain the limitations before handover.

Career family: Performing Arts & Events | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Event Manager

Meridian Performing Arts (fictional)

Jul 2023 - Present | Kochi, India

Independent ownership of scoped event manager work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples.

- Integrated schedules and clarified decision owners.
- Mapped touchpoints and prepared staff briefings.
- Led brief clarification and prioritised work using event planning, budgets and vendor coordination. Raised unresolved constraints before committing to the next stage.
- Coordinated peer reviews and handover preparation; used a performance or event brief to distinguish completed work, assumptions and follow-up needs.
- Supported colleagues with practical examples of run of show and maintained a concise learning record after important assignments.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Event Manager

Northline Performing Arts (fictional)

Jul 2019 - Jun 2023 | Kochi, India

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in vendor coordination and run of show.

- Captured observations and assigned improvement actions.
- Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner.
- Applied guest experience and logistics to resolve delivery questions while maintaining source and decision notes.
- Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope.
- Prepared a reviewed cue or delivery record so the next team could understand the work and remaining questions.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

PROFESSIONAL WORKING PRINCIPLES

- Translate the creative or event brief into rehearsed, reviewable work.
- Document contribution, production constraints and collaboration responsibilities.
- Coordinate accessibility, scheduling, permissions and safe escalation without inventing credits.

PROFESSIONAL EXPERIENCE / EARLIER

Event Manager

Cedarbridge Performing Arts (fictional)

Jul 2016 - Jun 2019 | Kochi, India

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions.

- Handled recurring work involving event planning and budgets using a documented preparation and review process.
- Supported guest journey redesign by organising inputs, maintaining issue notes and incorporating reviewer feedback.
- Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps.
- Improved record consistency through team leadership and documented handover expectations.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Event Manager

Cedarbridge Performing Arts (fictional)

Jul 2014 - Jun 2016 | Kochi, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with event planning and vendor coordination within an agreed scope and escalated unfamiliar work.
- Prepared inputs and checked completeness before passing work to the responsible reviewer.
- Maintained task records and learned to communicate assumptions, constraints and observed problems clearly.
- Applied review feedback to subsequent assignments and developed a dependable working routine.

Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

SELECTED CONTRIBUTIONS

Conference delivery programme. Integrated schedules and clarified decision owners. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Guest journey redesign. Mapped touchpoints and prepared staff briefings. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Event review framework. Captured observations and assigned improvement actions. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

SELECTED WORK / 01

Conference delivery programme

P1 | Jan 2024 - Jun 2024 | FICTIONAL WORK EXAMPLE

Context. Fictional internal work programme in performance, stage production and live-event delivery; not a real client case study.

Problem. Multiple vendors lacked a shared operating plan.

Objective. Create a workable response to this issue through event planning, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Contribution and ownership. Event Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Integrated schedules and clarified decision owners.
- Prepared the scope with the commissioning team, identified unresolved inputs and used event planning to turn the brief into a sequenced work package.
- Applied budgets and vendor coordination while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. event planning / budgets / vendor coordination / run of show

Deliverables. Conference delivery programme - scoped brief; Conference delivery programme - reviewed working package; Conference delivery programme - handover and learning summary

Review. Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a performance or event brief and a named human reviewer.

Illustrative outcome: the team adopted a repeatable approach for conference delivery programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): performance or event brief; rehearsal and production notes; reviewed cue or delivery record.

SPECIALIST PRACTICE

Credits and identity

The sample focuses on event planning, budgets, vendor coordination. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on event planning and run of show for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of guest journey redesign, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

All productions and credits are fictional. Physical attributes, age and personal characteristics are not inferred or fabricated as hiring requirements.

SELECTED WORK / 02 AND 03

Guest journey redesign

P2 | Jan 2025 - Jun 2025 | Meridian Performing Arts (fictional)

Problem. Arrival and session transitions created confusion.

Objective. Create a workable response to this issue through budgets, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Event Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Mapped touchpoints and prepared staff briefings.
- Prepared the scope with the commissioning team, identified unresolved inputs and used vendor coordination to turn the brief into a sequenced work package.
- Applied run of show and guest experience while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. budgets / vendor coordination / run of show / guest experience

Delivered. Guest journey redesign - scoped brief; Guest journey redesign - reviewed working package; Guest journey redesign - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for guest journey redesign, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): performance or event brief; rehearsal and production notes; reviewed cue or delivery record.

Event review framework

P3 | Jan 2020 - Jun 2020 | Northline Performing Arts (fictional)

Problem. Teams repeated issues without preserving lessons.

Objective. Create a workable response to this issue through vendor coordination, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up.

Ownership. Event Manager; owned the stated workstream, not the full organisation or every collaborator contribution.

- Captured observations and assigned improvement actions.
- Prepared the scope with the commissioning team, identified unresolved inputs and used guest experience to turn the brief into a sequenced work package.
- Applied logistics and team leadership while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes.
- Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed.

Methods. vendor coordination / run of show / guest experience / logistics

Delivered. Event review framework - scoped brief; Event review framework - reviewed working package; Event review framework - handover and learning summary

Illustrative outcome: the team adopted a repeatable approach for event review framework, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied.

Suggested evidence (not supplied): performance or event brief; rehearsal and production notes; reviewed cue or delivery record.

EDUCATION AND SPECIALIST LEARNING

MBA in Event Management

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2012 - May 2014 | completed - fictional record
Focus: event planning, budgets, run of show. Specialist study on conference delivery programme; an illustrative learning project, not a published result.

Bachelor's in Hospitality Management

Cedarhaven College of Applied Studies (fictional institution)
Jul 2009 - May 2012 | completed - fictional record
Focus: vendor coordination, guest experience, logistics. Applied coursework in event planning, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Performance and communication studio (2023). Event planning and run of show in the context of event manager work. Used reflective exercises and a bounded practice example related to conference delivery programme.
Production coordination workshop (2024). Budgets and guest experience in the context of event manager work. Used reflective exercises and a bounded practice example related to guest journey redesign.
Audience accessibility practicum (2025). Vendor coordination and logistics in the context of event manager work. Used reflective exercises and a bounded practice example related to event review framework.
Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.
Work arrangement: onsite or hybrid by role requirements. Relocation: open to discussion - sample preference.
Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

All productions and credits are fictional. Physical attributes, age and personal characteristics are not inferred or fabricated as hiring requirements.
Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.
No real referee, endorsement, award, publication, membership or licence is supplied.

Use for templates, product demonstrations and test data only. Replace fictional claims and remove the demo label only after approval of real candidate information.
Contact placeholder: pranav.shah@example.com. No phone, live profile URL or verified reference is supplied.
Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.