



EDWARD AQUITANIA

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Strategic, innovative Senior Meetings, Events and Trade Show Manager with over fifteen years of successful in-person and virtual tradeshow and event planning, leadership, and coordination. Well known for aligning event and trade show goals with exhibit design and building customer-attracting booths with informative design. Accomplishments spanning chemical, medical, technical, biotechnology, and life sciences industries working with internal and external departments to boost brand awareness, product execution, and lead generation. Praised for improving customer data retention and collaborating with all stakeholders while using out of the box design and influential product placement.

- *Proven interpersonal skills.*
- *Collaboration with different stakeholders*
- *Self-starter*
- *Team player*
- *Pro-active Approach*
- *Multi-tasking*
- *Verbal and written communications skills;*
Bilingual
- *Detail-oriented*
- *Creative*
- *Troubleshooting skills*
- *Google Suite*
- *Project Management*
- *Microsoft Office, Teams and SharePoint*
- *Slack*
- *Hubspot*
- *Basecamp*
- *Monday.com*
- *Survey Monkey*
- *Acrobat Reader and InDesign*
- *Cvent*
- *Social Tables*
- *SalesForce*
- *Video Conferencing (Zoom, Teams, Webex)*
- *Learning Management Systems (LMS 365)*
- *Virtual Event Platforms (6Connex)*

Work History

- **Events Producer (Contract), Rescue Agency**
San Diego, CA (Remote)
August 2024 – present
 - Overall Event Manager for the bi-annual Agency of Change Summit Conference in San Diego.
 - Main contact liaison between event venue, hotel, external vendors, and executive planning team.
 - Vendor sourcing and management; Submitted proposals with the executive team for confirmation.
 - Speaker management – communicate and coordinate with conference speakers for their hotel accommodations, airfare, ground transfers, speaking schedules and other requirements.
 - Planned and laid out event staff requirements for both external and internal teams. Defined on-site duties and responsibilities.
 - Oversees budget and expenses. Submit budgeting updates to maintain expenses within budget. Manage pre-event, and post event reporting.
 - Lead weekly update meetings with internal teams, submit meeting summaries and CTA's.
 - Project management including coordinating with planning teams and vendors on meeting project deadlines, address and resolve issues.
 - Plan event logistics including confirmation of meeting agenda, room assignments, confirm F&B requirements for the conference and off-site events, production of conference collateral and materials, hotel room reservations, shipping, set-up, and teardown.

- **Events Project Manager (Contract), Buffini and Company**
Carlsbad, CA (Hybrid)
February 2024 – August 2024

 - Managed large scale user in-person conferences (800-2000 attendees) from end to end.
 - Project management duties included event flow, F&B management, vendor sourcing and selection, budget management and reconciliation and post event analysis.
 - Researched and submitted competitor analysis to plan for 2025 and future events.
 - Researched and submitted recommendations and analysis of virtual event platform applications for Buffini's first large-scale virtual event.
 - Planning and management of annual budget of events and tradeshows.

- **Global Events Manager, LG Chem | LG Water Solutions**
Torrance, CA (Remote)
January 2023 – October 2023

 - Managed turnkey large scale exhibit booths (1200 – 1800 sq. ft. space) for international exhibitions on environmental services in Shanghai, Mexico City, Mumbai, Limassol, and Amsterdam.
 - Managed turnkey (pre-event, at-event and post-event) projects for international user and dealer conferences in Jeddah, Shanghai and Seoul to generate new clients and maintain current ones
 - Conceptualized, planned, and executed interactive programs and activities in exhibit booths that promotes brand awareness, attendee engagement and lead generation.
 - Maintained 100% on-budget in all events and tradeshows.
 - Conceptualized, designed innovative product displays that incorporates product information and integration of product as display and meeting points.

- **Meetings and Events Manager, Avista Technologies**
Carlsbad, CA (Hybrid)
September 2019 – January 2023

 - Managed annual trade show and event calendar.
 - Developed event marketing plans based on strategy and objectives.
 - Recommended, purchased, managed an exhibit display inventory for small scale tradeshows, workshops, and seminars.
 - Won Best Exhibit Design at the Membrane Technology Conference in 2021
 - Collaborated with international counterparts, Kurita Group for joint tradeshow participation to merging objectives and messaging; developed a cohesive theme and design.
 - Budget planning and management for all events and tradeshow projects.
 - Managed social media content messaging at domestic and international tradeshows.
 - Designed and managed virtual tradeshows and events – conceptualized, developed and collaborated with stakeholders and vendors for a Virtual 3D Trade show booth.
 - Administered and managed Learning Management Systems for virtual training and workshops.

- **Marketing Events Specialist, NORCAL Mutual Insurance Company**
San Francisco, CA (Working Remote from San Diego)
May 2015 – August 2019

 - Managed annual trade show and event calendar.
 - Managed the execution of corporate sponsorships for the California Medical Association conferences.
 - Managed turnkey in-person internal events across the country.
 - Maintained and managed inventory of exhibit properties, giveaways, and marketing collateral.
 - Developed brand identity through a cohesive theme and design for trade shows and events based on marketing and sales objectives.

- **Freelance Trade Show Manager & Event Planner**
Self-employed, San Francisco Bay Area, CA
May 2013 – May 2015
Contract assignments include:

 - Trade Show and Events Manager (Contract), Molecular Devices LLC.
Sunnyvale, CA; October 2014 – May 2015 (On-site)
 - Trade Show & Events Consultant (Contract), Lyris, Inc.
Emeryville, CA; September 2014 – January 2015 (Remote)

- Meetings & Event Specialist (Contract), MedAmerica, Inc.
Emeryville, CA; June 2014 – September 2014 (On-site)
- On-site Event Coordinator (Contract), AAA Northern California, Nevada & Utah
Emeryville, CA; March 2014 – April 2014 (On-site)
- Project Manager (Contract), Meeting Possibilities
San Ramon, CA, October 2013 – March 2014 (On-site)
- **Marketing Specialist, Fluidigm Corporation**
South San Francisco, CA (On-site)
July 2012 - May 2013
 - *Managed annual event and tradeshow calendar (domestic and international).*
 - *Vendor sourcing and management*
 - *Prepared event marketing plans to executive management.*
 - *Conceptualized, developed custom large scale exhibit booths for domestic and international tradeshows.*
 - *Managed turnkey exhibit display projects including on-site management international tradeshows in Sapporo and Singapore.*
- **Tradeshow Specialist, Carl Zeiss Meditec**
Dublin, CA (On-site)
April 2012 - June 2012
 - *Managed the annual tradeshow calendar of the Ophthalmology Division of Carl Zeiss Meditec.*
 - *Developed and managed annual event budget.*
 - *Collaborated with stakeholders in defined event objectives and theme.*
- **Event & Tradeshow Coordinator, Bio-Rad Laboratories**
Hercules, CA (On-site)
December 2007 - April 2012
 - *Managed annual event and tradeshow calendar.*
 - *Collaborated with stakeholders in developing theme, defining sales and marketing goals based on objectives.*
 - *Planning and logistics of medium-to-large scale tradeshows*
 - *Planning and logistics of National Sales Meetings for 300-400 attendees*
 - *Conceptualized and developed a custom application of electronic, paperless lead generation.*

Education

Bachelor's Degree in Architecture | University of Santo Tomas | Manila, Philippines

Eligibility

US Citizen; Employment sponsorship not required.

Professional References

Available upon request.