

Tamara K. Putney, CMP
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Executive Summary

An innovative, team-oriented professional with more than 20 years of experience in new business, sales, client communications, and high level strategic meeting management. Recognized as a diverse manager who effectively develops and implements company goals through strategic planning and hands-on execution of corporate meetings and incentive programs.

WORK EXPERIENCE

Fox Premier Meetings and Incentives; a Division of Fox World Travel Business Development Manager June 2007 – March 2010

Responsible for new business development through Strategic Meeting Management and meeting consolidation.

Orchestrate and deliver high value, high impact meetings through up front analysis with key stakeholders input.

Incorporate proven meeting strategies to engage, educate and inspire participants including corporate leadership and goal alignment, policy and process development, technology efficiencies, meeting centralization and spend management.

Strategically design and sell a consolidation plan which incorporates individual program objectives, applies cost containment; consistency and policy controls and leads to effective spend management.

Technologically offer corporate meeting and event portals, with online site sourcing, budget management and robust reporting capabilities.

Logistically employ extensive attendee management tools, online group air booking tools, and a full array of program management expertise including onsite program logistic management.

Understand the meetings business, and more importantly, the business of meetings.

Tamara K. Putney, CMP (Continued)

EVENT Success... gathering people to Succeed
Business Owner and Corporate Event Facilitator
2000 – 2007

Achieved business results using the latest research-supported people performance strategies, including incentive, meeting, event, loyalty, and recognition initiatives.

Responsible for all aspects of several large shows for the software, pharmaceutical and food industries.

Proven success in venues including Las Vegas, Williamsburg, Key West, Fort Lauderdale, Phoenix, Los Angeles, Boston, many Midwest cities, and the Caribbean.

Identify client needs, develop strategies, define plan, and take action to generate results.

Develop, coordinate and manage all travel programs and events including hotels, transportation, tours, activities and materials.

Research destinations; venues, activities, entertainment, themes and touring options.

Serve as communication agent to clients, suppliers, and participants

Negotiate prices and contracts for all services including sourcing promotional products.

Manage the design, copy writing, development and production of related promotion and communication materials including invitations, announcements, websites and departure packets.

Manage contracted room and air blocks.

Research, plan and coordinate food and beverage functions.

Supervise and train assigned support staff, including the hire of on-site travel staff to assist with program operation.

Create and maintain on-site program management documents with current and accurate program information.

Reconcile all bills and payments.

Tamara K. Putney, CMP (Continued)

ACUMEN Datasource, Incorporated

Hardware and Software for Manufacturers and Distributors

Managing Partner - Sales and Support

Hiring, training, and managing administration and sales teams

1991 – 2000

1993	Awarded Top 10 Sales Representative – North America
1997	Awarded Top 10 Sales Representative – North America
1999	Awarded Top 5 Sales Representative – North America
1993 & 1994	Company Awarded Outstanding Sales Recognition, North America
1997 & 2000	Company Awarded Top 20 Sales Team, North America
1998	Company Awarded Top 10 Sales Team, North America

MAI Basic Four, Incorporated

Hardware and Software for several vertical markets

Sales Representative

1987 – 1991

MEMBERSHIPS and COMMUNITY SERVICE

MPI – Wisconsin

Member since 2005.

Voted to Board of Directors, Director of Specials Events, Strategic Alliances, and Fundraising 2010 - 2011

COZY TOES

2001 – 2009

Partnership with daughter in philanthropic, community service not-for-profit organization

See www.CozyToes.org

Milwaukee Showcase Chorus

Sweet Adeline's International / Women's Barbershop Chorus

Meets weekly on Monday nights

5/2003 – 12/2009	Show Committee Chairperson / Choreographer
5/2001 – 5/2002	President
5/2000 – 5/2001	Vice President
5/1998 – 5/2002	Board Member

REFERENCES

Available Upon Request.